



CalPolyPomona

Philanthropic
Foundation

POLICIES AND PROCEDURES

Subject: Gift Assessment Fee

Policy No.

111

Date:

07/2019

PURPOSE:

The purpose of this policy is to provide partial recovery of operational expenses in securing gifts for the university's fundraising efforts.

POLICY:

Effective July 1, 2019, any non-endowment cash gifts including securities and gifts-in-kind that are converted to cash will be assessed a onetime upfront Gift Assessment of five percent (5%) based upon the value of the gift. The value of the gift is defined as the fair market value at the time the gift is received by the Foundation.

PROCEDURE:

The fee will be charged on a monthly basis to all non-endowment cash gifts and gifts-in-kind recorded and converted to cash in the current month and the proceeds from the gift fee shall be distributed to any project as so designated by the authorized signor(s).

If the donor(s) objects to the gift fee or any portion thereof then the amount of the fee may be paid by other means including future earnings from the gift or unrestricted funds under the control of the authorized signor benefiting from the gift.

This policy will be reviewed annually by Foundation Officers in concert with Executive Director of Advancement Services or their designee to determine if the policy is providing partial recovery of operational expenses for fundraising efforts. In addition, Foundation Officers will provide an analysis of the fees charged under this policy to the Finance and Investment Committee and the Board on an annual basis.