

Gift Acceptance Policy

October 30, 2024

The University System of Georgia Foundation, Inc. is committed to supporting the mission of the USG by driving strategic philanthropy, empowering institutions and students, and managing assets effectively, to nurture Georgia's future workforce.

The University System of Georgia Foundation, Inc. was established as a nonprofit corporation under the applicable provisions of the Georgia Nonprofit Corporation Code. The corporation is a voluntary association of individuals and organizations organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. The corporation was organized as a cooperative organization of the University System of Georgia.

PURPOSE

This policy serves as a guideline for the University System of Georgia Foundation, Inc. (hereafter referred to as “USGF”) staff, board members, volunteers, outside advisors who assist in the gift planning and solicitation process, and prospective donors who wish to make gifts to the USGF of unrestricted, restricted and endowment funds. The USGF actively solicits gifts and grants to further the mission of the USGF. As gifts can encourage others to give, this gift acceptance policy is intended only as a guide and allows for flexibility on a case-by-case basis.

GUIDELINES

1. The Chair of the Board of Trustees of USGF (the “Chair”), the Vice Chancellor of Development for the University System of Georgia (the “Vice Chancellor”), and any USGF Board of Trustees members, volunteers, or staff of the USGF so designated have authority to solicit gifts on behalf of the USGF.
2. The Vice Chancellor and their designee(s) (collectively, the “Gift Review Committee”) and legal counsel, if needed, may consider each gift according to its intended use, restrictions, liabilities and financial impact on the USGF, now and in the future. Only gifts, bequests, devises, endowments, trusts and similar funds that are designated for the use of the USGF consistent with the stated goals and mission of USGF will be considered for acceptance.
3. The gift solicitor(s) will refer to the Gift Review Committee, before acceptance, gifts that are given with unusual restrictions or designations, have the potential of jeopardizing the tax-exempt status or violating the USGF policies, local, state or federal laws.

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TYPES OF GIFTS

CASH

- The USGF, regardless of amount, shall accept all gifts by cash, credit card, or check.
- Checks shall be made payable to the University System of Georgia Foundation, Inc., unless otherwise specified. In no event shall a check be made payable to an individual who represents the USGF.

PUBLICLY TRADED SECURITIES

- USGF can accept readily marketable securities, such as those traded on a stock exchange.
- Gift securities are likely to be sold immediately by USGF.
- For USGF's gift crediting and accounting purposes, the gift amount is the fair market value of the securities on the date the gift is received.

CLOSELY HELD SECURITIES

- Gifts of closely held corporate stock would be carried on the USGF's books at \$1 in the absence of financial information that would enable determination of book value.
- Such securities will be carried at book value until the next/subsequent audited financial statements are provided to the USGF so that a new book value can be substantiated. Or the donor provides a qualified appraisal in compliance with IRS regulations.
- An appraisal of securities may be conducted under the direction of the USGF to determine both value and potential for sale.
- Gifts of securities that require a holding period may be accepted and sold when the holding period has expired.
- Gifts of securities that will not be accepted include: securities that are assessable or in any way could create a liability to the USGF; securities that, by their nature, may not be assigned (such as "S" corporation stock); securities that on investigation have no apparent value.

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REAL ESTATE

- The Gift Review Committee will review all gifts of real estate.
- The donor is responsible for obtaining an appraisal of the property.
- A member of the Gifts Review Committee or other person(s) appointed by the Gift Review Committee must conduct a visual inspection of the property. If the property is located in a geographically distant area, a local real estate broker may substitute for a member of the Gift Review Committee in conducting the visual inspection. The USGF may also require an environmental site assessment including Title V status for possible contamination, (i.e., leaking underground storage tanks) or other restrictions (i.e., wetlands).
- Due to the expenses associated with gifts of real estate, only gifts of real estate which are valued in excess of \$10,000 will be accepted.
- Prior to presentation to USGF Board of Trustees, the donor must provide the following documents: real estate deed; real estate tax bill; plot plan; substantiation of zoning status; environmental site assessment.
- If the donor is giving a life estate gift, the donor may be asked to pay for all of the following: maintenance cost; real estate taxes; insurance; real estate broker's commission and other costs of sale; appraisal costs.
- If the real estate is an outright gift, the USGF may pay for above costs.
- For The USGF's gift crediting and accounting purposes, the value of the gift is the appraised value of the real estate, excluding any costs to the USGF for insurance, real estate taxes, broker's commission, or other expenses of the sale.

LIFE INSURANCE

- The USGF will accept gifts of life insurance policies only when the USGF is named as the owner and beneficiary of 100% of the policy.
- If the policy is paid-up, the value of the gift for USGF's gift crediting and accounting purposes is the policy's replacement costs.
- If the policy is partially paid up, the value of the gift for the USGF's gift crediting and accounting purposes is the policy's cash surrender value.

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TANGIBLE PERSONAL PROPERTY

- Gifts of tangible personal property to the USGF should have a use related to the USGF's exempt purpose.
- Gifts of jewelry, artwork, collections, equipment, and software shall be accepted with approval by USGF. Other matters that will be taken into consideration by the USGF before deciding on acceptable gifts of personal property include: transportation cost; storage cost; cost of selling; cost of maintenance and repairs; location of property; cost of insurance.
- Such gifts of tangible personal property defined above may be used by or sold for the benefit of the USGF.
- Depending upon the anticipated value of the gift, the USGF may have a qualified outside appraiser value the gift before accepting it. The appraisal will be paid for by the donor.
- USGF adheres to all IRS requirements for disposing of gifts of tangible personal property and filing appropriate forms.

PLANNED GIFTS AND MEMORIALS

- The staff and volunteers shall encourage assets transferred through bequests that have immediate value to the USGF, or that can be liquidated. Gifts that appear to require more cost than benefit shall be discouraged or rejected.
- USGF may accept and administer bequests and memorials designated for specific purposes.

GIFTS OF SERVICES

- A donor may wish to make a contribution of services such as catering, instruction, landscaping, music, etc. There are two methods to transact gifts of service. The preferred method is for the donor to submit an invoice to the Foundation, the Foundation pays the invoice, and the donor remits the funds back to the Foundation in the form of signing the check to the Foundation or making a personal contribution. The second option is for the donor to submit the invoice as documentation to receive recognition (soft) credit only, per IRS standards. Gifts received in option two will not be reported in Foundation financials.

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ADMINISTRATIVE

- The USGF and its staff shall not act as an executor (personal representative) for a donor's estate.
- Terms and conditions must be agreed upon before an endowment is established; therefore, contact with the Vice Chancellor or Executive Director for appropriate documentation required.
- A \$25,000 minimum contribution is required to establish a named endowment.
- For restricted and endowed funds, if future circumstances change, if the donor fails to fulfill his pledge obligation, or the purpose for which the fund is established becomes illegal, impractical, or no longer meets the needs of the USGF, the USGF may designate an alternative use in the spirit of the donor's original intent for the gift to further the objectives of the USGF.
- Pledges require gift agreements.
- All gifts to USGF are subject to a 3% administrative gift fee.
- Neither USGF nor any of its representatives shall provide tax advice regarding any gift.