



UNIVERSITY OF
BRIDGEPORT

POLICY AND PROCEDURE

TITLE:	Gift Acceptance Policy
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POLICY STATEMENT:

The University of Bridgeport (UB) gift policy is as follows. Unless there is a Gift Acceptance Policy approved by the board which shall take precedence, only a Board Chairperson, the President, or the senior Development officer are authorized to accept gifts on behalf of the University. Standard gift agreements shall be used for commitments of \$10,000 annually or greater, for named endowment gifts at any level held at the University, and for capital gifts at levels that include naming rights. The donor and a Board Chair, President, VP of Advancement or Development Officer, on behalf of the University, need to sign the attached Gift Agreement.

PROCEDURE DETAILS:

1. Development officer works with the Donor to draft a gift agreement using the template gift agreement.
2. The Director or Vice President of Advancement will review the draft agreement to ensure that all relevant information is included and to suggest any changes needed.
3. If changes are required, the Director or Vice President of Advancement will send the agreement draft back to the development officer for revision and discussion with the donor as necessary.
4. Once revisions are made, the development officer sends the draft agreement back to the Director or Vice President of Advancement.
5. The Director or Vice President of Advancement reviews all changes for accuracy, finalizes the agreement as appropriate, prints and signs two copies (one each for the University signatory's office and the donor) and submits the agreement to the President (or the appropriate Dean of school or director of program) for signature.
6. The signed copies are returned for the donor signature.
7. Final signed copies should be provided to the advancement office, which records the transaction in its software under the donor's record.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

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DEFINITIONS:

NA

EXCLUSIONS:

NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:

The Office of Advancement must be consulted during the development of the new policy and before final approval by legal counsel. They must also be consulted about any revisions to the policy.

HISTORY: This policy and procedure was revised and set down in writing on December 6, 2023.

EFFECTIVE DATE:	January 1, 2024
RESPONSIBLE OFFICE (ONLY ONE):	Vice President of Strategy, Innovation, and Advancement
REVIEW DATE:	April 2025

APPENDIX:

Attached please find the Gift Agreement Template used for all future University donations over \$10,000 annually.