

Eastern New Mexico University Foundation

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Gift Acceptance Policy

Approved April 25, 2009

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Gift Acceptance Policies

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Executive Summary

The Development Office and the Eastern New Mexico University Foundation (ENMU Foundation) are responsible for establishing policies for accepting and crediting of gifts and grants, and ensuring their implementation. These policies are designed to:

- Provide guidelines for University personnel regarding all aspects of gift/grant acceptance, including what kinds of gifts and grants may be accepted and for what purposes
- Articulate who officially accepts gifts and grants on behalf of the University
- Outline requirements for the acceptance of real estate and tangible personal property
- Provide guidelines for recording gifts and grants on the University's books
- Provide guidelines for proper crediting donors and grant makers
- Assist with long term planning

These policies will help ensure that accepted gifts/grants that have real value and are in keeping with the strategic plan and priorities of the University are accepted. It further ensures that those gifts or grants not meeting the University's needs are carefully reviewed before a decision is made to accept. This document also deals with gift/grant acceptance and crediting for periods when the Foundation is in a formal campaign and when it is not.

The Council for the Advancement and Support of Education (CASE) has determined guidelines for the crediting of gifts and grants for colleges and universities. These guidelines are the basis for the policies as set forth in this document. As CASE guidelines may change, these policies will be reviewed to determine the impact of those changes upon the manner in which the ENMU Foundation accepts gifts and grants. The final decision to accept or reject a gift or grant rests with the ENMU Foundation Board of Directors. To assist with this function, the Board of Directors relies on the expertise of the Development Director, the University President, and the ad hoc Gift Acceptance Committees whose roles are to review unusual prospective gifts/grants and to determine whether to accept, reject or send to the full Board for approval, if necessary.

Definition of Gifts and Grants

In general, a gift is defined as a voluntary contribution from an individual(s) or private, non-governmental organization for which the donor receives no consideration or compensation other than legitimate income tax deductions, permissible income from deferred gifts as determined by the IRS, and appropriate recognition and stewardship. A philanthropic grant, like a gift, is defined as a voluntary contribution that carries no

expectation of compensation or consideration to the donor or granting organization, although there may be a specific budget, timeline, and set of outcomes associated with it. Gifts or grants may be contributed by individuals, corporations, foundations and other private, non-governmental organizations.

The Foundation and/or the University may also receive non-philanthropic grants from government agencies or municipalities but these grants will be counted separately from philanthropic grants awarded by private, non-governmental sources.

Gifts and grants are thus distinguished from contracts for services, which carry specific *quid pro quo* obligations between the University and the contracting organization. Contracts will not be counted in campaign gift revenue totals and will not be reviewed by the Gift Acceptance Committee.

Responsibility for the Acquisition of Gift and Grant Income

The line responsibility for generating gift/grant income for the ENMU Foundation rests with the Development Office. The solicitation of all gift/grant requests must be coordinated through the Development Office. This ensures that the policies for gift/grant acceptance will be followed. The policies specifically cover:

- Types of acceptable gifts or grants
- Acceptable sources of potential gifts or grants
- Procedures for approval of unusual gifts or grants
- Procedures for the acceptance of restricted gifts or grants
- The designation of individuals who can accept gifts or grants on behalf of ENMU
- Crediting of gifts and grants for reporting purposes

In all cases, the decision to accept a major gift from an individual will be predicated first on whether the gift is in the best interest of the donor and, secondly, whether the gift fits with the strategic plan and priorities of Eastern New Mexico University. Grants will be applied for and accepted only if they fit within the long-term strategic plan of the University.

Types of Gifts Accepted

Gifts should be made to the ENMU Foundation as it is a 501(c)3 not-for profit and the donor will receive proper acknowledgement for tax purposes.

Eastern New Mexico University will accept the following types of gifts through the ENMU Foundation and the Development Office:

- Cash and checks
- Securities

- Real estate
- Other tangible personal property
- Gifts-in-kind
- Planned/deferred gifts
- services

Gift/Grant Sources

Only contributions or commitments from non-government sources will be counted as philanthropic gift/grant revenue for the ENMU Foundation. While revenue from governmental sources (non-philanthropic grants) will be reported by the Development Office, it will be reported as a separate subtotal and as part of the overall revenue generated by the Development Office. Philanthropic gift sources therefore include:

- Individuals and families
- Designated individual or family funds/foundations (typically these are donor advised funds)
- Private foundations
- Corporations
- Corporate foundations
- Private organizations (i.e. religious, voluntary, fraternal, etc.)

Non-philanthropic grant sources include:

- The Federal government
- The State government
- Local municipalities

Gift Acceptance Committee

Most gifts and grants to the ENMU Foundation are in the form of cash, checks, securities and in kind gifts. Generally, the acceptance of these gifts or grants is perfunctory unless there are unusual restrictions placed upon the gift/grant or the asset contributed is unusual in nature. The Development Office may consult with the ENMU Foundation Executive Committee members, Dean, Director or Manager of the area of ENMU that will benefit from the gift, or the Vice President of Academic Affairs and/or the President in the case of unsolicited academic-related or non-academic related donations. Consisting of the parties listed above, Ad Hoc committees will be established if necessary to discuss unsolicited restricted academic-related donations. Ad Hoc committees will be considered the Gift Acceptance Committee. If this group cannot reach consensus, the matter will be referred to the President for resolution after consultation with the appropriate parties.

Responsibilities of the Gift Acceptance Committee

This committee will meet on a needs basis. Under the committee's purview are restricted gifts that are to be handled on a case-by-case basis. These include:

- All gifts of real estate
- Restricted gifts that do not meet the strategic plans and priorities of the University
- Any unusual gift that does not fall under the guidelines set forth in this document
- Gifts from questionable sources

Discussion of Gifts That Are Acceptable and The Manner of Crediting

Gifts are made to the Eastern New Mexico University Foundation (ENMU Foundation) as it is a 501(c)3 not-for profit and the donor will receive proper acknowledgement for tax purposes.

There are a variety of ways in which donors may make gifts to the University through the ENMU Foundation. The Foundation will always follow the Internal Revenue Service requirements when crediting donors with charitable gifts for tax purposes. Donors will receive receipts in a timely manner indicating the charitable value of gifts made to the ENMU Foundation.

➤Outright gifts

The ENMU Foundation of Eastern New Mexico University will accept the types of gifts listed below:

- *Cash and checks* are counted as of the date they are postmarked if received by mail or the date they are delivered by the donor to the ENMU Foundation, University, or a University official. Gifts are to be made to the ENMU Foundation.
- *Real or personal property* gifts are considered in consultation with the Ad Hoc Gift Acceptance Committee. The value of gifts that are accepted is determined by current appraisal of fair market value according to the guidelines established by the Internal Revenue Service. Appraisal obtained and paid for by donor(s). Any restrictions regarding the sale, maintenance, administration, or display of such personal property must be approved by the Gift Acceptance Committee or, in unusual cases, may be referred to the Friends of Eastern Board of Directors prior to the acceptance of the gift.
- *Securities*, which are publicly traded, are valued at the market high/low average on the date of surrender by the donor (i.e. postmarked date or date the shares are received by the ENMU Foundation's brokerage account if electronically transferred). Closely held stock may be credited if accompanied by a qualified appraisal or qualified written confirmation of the most recent per share purchase price (usually within the past 12 months). Closely held stock will be accepted only if a potential market exists for the stock.

- *Gifts-in-kind*, which help meet University needs and for which donors qualify for a charitable gift deduction under IRS rules, may be accepted. The value of those gifts-in-kinds accepted is determined by current appraisal of fair market value according to IRS guidelines. It is up to the donor to establish the fair market value or pay for an appraisal if necessary.
- *Gifts of donated services* are not normally counted.

➤ **Gifts requiring appraisals**

- Gifts of real property and believed to be valued at \$5,000 or more require a qualified independent appraisal in order to verify the gift value for IRS purposes.
- All such appraisals are at the donor's expense.

➤ **Pledges and pledge payment of current/cash gifts**

- Pledges and pledge payments are to be made to the ENMU Foundation.
- Multi-year pledges are counted at both their face value (in the development office) and at discounted value (in the business office), but only when properly documented. Properly documented pledges are ones with written pledge agreements that explain in detail the total amount pledged, the payment method, the time frame to fulfill pledge and donor signature.
- Annual fund pledges are payable within the fiscal year in which the pledge is made.
- Single year annual fund pledges will not be carried forward on the Foundation's books. Unfulfilled pledges will be written off at the close of each fiscal year.
- Pledges for major gifts may be payable over as many as five years from the date of documentation. Properly documented major gift pledges are ones with written pledge agreements that explain in detail the total amount pledged, the payment method, the time frame to fulfill pledge and donor signature.
- Under special circumstances, the Gift Acceptance Committee may extend the pledge period. In a campaign, extending the period beyond five years may require a reduction from face value to present value of the future payments that are carried beyond five years.

➤ **Planned gifts**

Planned or deferred gifts are gifts that the donor commits to in the present but will be received by the University in the future. They may be revocable, which means that the donor may change her or his mind; or they may be irrevocable, which means that the gift is a legal commitment. Irrevocable gifts entitle the donor to a current tax deduction.

Planned gifts are welcomed and encouraged as an important segment of the Foundation's fund-raising program. Donors should be encouraged to designate planned gifts for current unrestricted purposes, broadly restricted endowments, or unrestricted endowed purposes within the University's general program. Acceptance of planned gifts not designated for

projects included in Eastern New Mexico University's strategic plans/priorities will be determined on a case-by-case basis. This decision to accept planned gifts may be made by the Development Office and may, in some instances, be referred to the Gift Acceptance Committee. In unusual cases, the committee may refer the decision to the ENMU Foundation Board of Directors.

➤ **Types of planned gifts**

- Wills or bequests
- Charitable Gift Annuities (including deferred annuities)
- Trusts

Requirements for Specific Types of Gifts

➤ **Artwork and other collectibles**

These types of gifts will be considered on a case-by-case basis. The Development Office, possibly with the help of the Gift Acceptance Committee, will determine whether to accept or reject the gift. Acceptance will be based on the nature of the proposed gift item(s) and the value to Eastern New Mexico University. Eastern New Mexico University will not place a monetary value upon the item(s) contributed. This will be accomplished through a qualified appraisal paid for by the donor. For all gifts of this nature:

- A qualified appraisal (if value is at or near \$5,000) will be provided by the donor and dated within 60 days of the proposed contribution date.
- Acceptance will presuppose that the University will retain item(s) for at least two years and a day in order to avoid filing IRS form 8282.
- Donor will be apprised of the two-year holding period and that the University may choose to sell or in other ways dispose of the contributed item(s) at some future date.
- The University will ensure that there is a viable plan to securely display or store the item(s) contributed.
- The University will provide adequate insurance for the contributed item(s).
- The University will negotiate with the donor for the safe delivery of the item(s) to the display or storage site. This includes mode of transportation and cost to ship.

➤ **Life insurance policies**

The ENMU Foundation will accept life insurance policies as gifts to the institution only if the University is the owner of the policy and the beneficial interest of the policy. All such arrangements will require an endorsement from the issuing company. For gifts of life insurance:

- Only "universal" and "whole-life" type insurance instruments will be accepted for gift credit toward campaign totals.
- The actual policies will be stored in the safe in the ENMU Business Office.
- The donor will be acknowledged by the Foundation for the contribution of the policy. It is the responsibility of the donor to substantiate and report any value claimed.
- Should the donor cease to make premium payments on non paid-up policies, the Development Director with the assistance of the Vice President of Business Affairs will determine whether to continue paying the premiums, to surrender for cash or to exchange for a lower face value, paid-up policy.

➤ **Privately held securities**

All potential contributions of privately held securities will be reviewed and handled on a case-by-case basis. This will be the responsibility of the Gift Acceptance Committee. A key factor to be reviewed is whether the securities are in the form of Subchapter S stock, which could trigger unrelated business income tax (UBIT). UBIT can adversely impact the tax exempt status of the ENMU Foundation. If such is the case, the Development Director and Vice President of Business Affairs must sign off on the gift. In addition, the committee should be sure there is a potential market for the securities. For all gifts of this nature:

- The donor must provide a qualified appraisal as to the value of the shares (based upon the underlying value of the corporation) dated within 60 days of the proposed contribution date.
- The Foundation should ensure that ownership of the stock is consistent with the Foundation's investment policy given the nature of the business or its principals.
- The Foundation should determine that there is no potential legal liability associated with ownership of the stock.
- The stock certificates will be kept in the ENMU Business Office safe.
- The Sub S stock may have to be valued each year for ENMU accounting purposes.

➤ **Publicly traded securities**

Publicly traded securities are one of the most common forms of gifts received by Eastern New Mexico University Foundation. Normally, all publicly traded securities are sold immediately. However, the Gift Acceptance Committee may opt to keep certain securities as part of the Foundation's overall portfolio. The Development Office has printed instructions for donors describing the various ways to transfer stock to the Foundation. For all gifts of this nature:

- The gift date will be the day the stock is transferred to the Foundation's brokerage account, the day the stock certificates are surrendered to a University official or the postmark on the envelope used to mail the certificate.

- Donors will be credited with the average of the high and low stock price for the date of surrender.
- Brokerage fees for the sale of the stock are absorbed by the ENMU Foundation as a normal cost of doing business.
- Same rules apply here when valuing shares for gift acknowledgment. Postmark for shares transferred by mail or date of receipt

➤ **Gifts of real estate**

On occasion, the Foundation receives gifts of real estate. Because there are considerable issues surrounding the acceptance of real estate, each transaction will be handled on a case-by-case basis. The responsibility for accepting or rejecting real estate gifts rests with the Gift Acceptance Committee. For all gifts of this nature:

- The Foundation will determine the potential environmental liability.
- A minimum of a Phase One environmental assessment should be completed on all proposed gifts of real estate. A Phase Two assessment (when required) should be paid for by the donor and completed before accepting title to property
- The Foundation will normally encourage the donor to pay for the assessment, but may choose to absorb this cost in certain circumstances. This will be at the discretion of the Gift Acceptance Committee.
- The donor must provide a qualified appraisal as to the value of the property dated within 60 days of the proposed contribution date.
- The Foundation should determine whether it would have a related use for the property, such as investment property, or seek to sell it. If the Foundation intends to keep the property, the annual cost of owning the property should be determined, i.e. taxes, maintenance, utilities, etc.
- If the Foundation intends to accept property it will sell in the near future, the donor will be notified, in writing, before the gift is accepted. This notification will also apprise the donor of the Foundation's obligation to file an IRS form 8282 in such cases.
- If the donor has had the property on the market for an extended period, the Gift Acceptance Committee should evaluate the reason the property has not sold before deciding to accept the gift.
- The Gift Acceptance Committee will determine if an independent appraisal is warranted. If so, the Foundation should absorb the expense.
- The Gift Acceptance Committee will ascertain that there is clear title to the property.
- The donor will normally pay the fees for the title search.

➤ **Gifts of remainder interest in a residence or farm**

Gifts of remainder interest in a residence or farm are subject to all the issues relating to outright gifts of real estate. As such, they will be handled on a case-by-case basis.

Particular attention will be given to the charitable deduction due the donor. This is based upon the donor's right to remain in the property for a specified period of time or for their lifetime. IRS regulations stipulate the charitable deduction based upon the factors in each individual case. For all gifts of this nature:

- The donor will be required to maintain the property including payment of property taxes, assessments, or any association dues. In short, all costs associated with the normal maintenance and upkeep will be the donor's responsibility for the duration of their residency.
- Should the donor decide to move from the property prior to the expiration of the established retained life interest, she or he may accelerate the gift and be eligible for an additional charitable deduction.
- A formal Memorandum of Understanding (MOU) must be signed by donor and ENMU Foundation prior to acceptance of a Retained Life Estate property. The MOU should specify the determining factors allowing the ENMU Foundation the right to sell the property, (i.e. 90 day absence from home). There may be tax factors to consider if a person becomes ill and is unable to return home after the 90 day period. A remaining life estate value would be calculated at the time a person is determined unable to continue living in the home. An economic benefit would then be available to the donor.

➤ **Gifts to create an endowment**

In order for gifts to be placed in the Foundation's permanent endowment, there must be written direction from the donor. This direction can take place through a number of ways including by will, by trust or annuity document, or through correspondence with University officials. Donors and/or their families will receive annual reports regarding the financial status of the fund and award recipients. For all gifts of this nature, in addition to the written documentation, there must be:

- Consultation with the department or program that will benefit by the creation of the endowment to ensure the value to the University
- The creation of an endowment agreement signed by the Director of Development and the donor(s)
- Clear language regarding the use of the endowment
- Realistic restrictions that allow for flexibility in awarding of the funds
- A minimum of \$5,000 is required to establish an endowed fund

➤ **Gifts of charitable gift annuities (immediate or deferred)**

Gift annuities are contractual arrangements between a donor and the ENMU Foundation. In exchange for a lump sum payment to the Foundation, a donor or designated beneficiary will receive a percentage of the lump sum annually. Gift annuities obligate the resources of the Foundation for the annual payments to the annuitants. Many states regulate the issuance of annuities requiring registration and/or fees. For all gifts of this nature:

- The Foundation will register in the states requiring registration before annuities are written for residents of those states.
- The Foundation will follow the annuity rate payment schedule recommended by the American Council on Gift Annuities (ACGA). The Vice President of Business Affairs and the Development Director will approve any exception to that guideline.
- Annuitants will have the option of quarterly, semi-annual, or annual payments.
- Annuities will be issued for no more than two lives and generally for not more than one generation. The Vice President of Business Affairs and the Development Director must approve exceptions to this guideline.
- Annuitants will be apprised of the face value of their annuity contract and of the charitable deduction the gift annuity allows. The charitable deduction is based upon the number of annuitants, the age(s) of the annuitant(s) and the payment percentage.
- Deferred annuities are available for donors who wish to postpone the payment of the annuity and they are therefore entitled to a larger charitable deduction as regulated by the IRS.
- The Foundation will provide the donor with all the data necessary for the donor or her/his accountant to file appropriate income tax forms on an annual basis.
- The donor will have the right to restrict the remainder interest of the annuity if s/he so chooses.

➤ **Charitable remainder trusts**

Charitable remainder trusts are common vehicles for donors to make a charitable gift of some type of asset while retaining an income stream for a specific period of time, or for life. The income may also benefit more than one life. Remainder trusts are usually in the form of a Unitrust or Annuity trust.

A trustee manages the trust for its life, investing the principal of the trust, ensuring that all donor payments are made and trust taxes paid in accordance with the trust documents, and that all required reports are filed.

All gifts of this type are at the donor's discretion and the ENMU Foundation may not be aware of the creation of trusts in which it has been named the remainder beneficiary. When the Foundation is involved in assisting the donor in the creation of these trusts, they will be treated on a case-by-case basis. For all gifts of this nature:

- ENMU Foundation will consider being a trustee on a case by case basis. .. The ENMU Foundation prefers to decline serving as Co-Trustee when the Foundation does not have management control of the assets. Exceptions to this are at the discretion of the Gift Acceptance Committee
- The income beneficiary(s) must be at least 70 years of age to count the gift in a campaign.

- All such gifts will be counted and reported at both face value and at the present discounted value.
- Trusts involving more than one generation as income beneficiaries will require the approval of the Gift Acceptance Committee in order to be counted in campaign totals.
- Trusts funded with other than liquid assets will require the approval of the Gift Acceptance Committee, i.e. real estate or other tangible personal property.

The Foundation will always retain the right to disclaim the assets of any trust in which it is named the remainder beneficiary. This is particularly true if the Foundation was not involved with the donor in the creation of the trust:

- When the remainder assets are not acceptable to the Foundation.
- When the restrictions placed upon the use of the remainder asset(s) are not acceptable to the Foundation.
- In such cases the Gift Acceptance Committee will have final approval.

When Foundation and/or University officials work with donors in the creation of such trusts, the donor will always be encouraged to consult with their own legal and financial advisors before finalizing the trust.

➤ **Charitable lead trusts**

This type of trust is often considered the reverse of the remainder trust because the income from the trust goes to the charity and the asset(s) either reverts to the donor or to her or his designated beneficiary. Thus, the assets are preserved for the donor or family and a charitable gift is made that is eligible for income tax deductions. For all gifts of this nature:

- ENMU Foundation will not serve as trustee, but may serve as co-trustee at the donor's request. Exceptions to this are at the discretion of the Gift Acceptance Committee.
- All such gifts will be counted and reported at both face value and at the present discounted value.
- Trusts funded with other than liquid assets will require the approval of the Gift Acceptance Committee, i.e. real estate or other tangible personal property.
- The Foundation will always retain the right to disclaim the income from any lead trust in which it is named the income beneficiary. This is particularly true if the Foundation was not involved with the donor in the creation of the trust.
- The Foundation may disclaim when the restrictions placed upon the use of the income are not acceptable to the University.
- In such cases the Gift Acceptance Committee will have final approval.
- When Foundation and/or University officials work with donor in the creation of such trusts, the donor will always be encouraged to consult with her/his own legal and financial advisors before finalizing the trust.

Crediting Planned Gifts

Bequests that mature will be counted at full market value. Any portion previously entered into fund-raising totals as an expectancy will be subtracted from what is credited to the fund-raising totals.

Testamentary Pledges (including will bequests and living trust provisions) with written documentation will be accepted and credited with the following provisions:

- Gifts of this nature will be treated as expectancies. The Foundation will track the commitments and acknowledge the donors in an appropriate manner. This may mean membership in a planned giving society and acknowledgment in the annual Honor Roll.
- In order to count testamentary pledges in a campaign, the donor(s) must be at least 70 years of age by the end of a campaign counting period.
- In all cases, only testamentary commitments that state a specified dollar amount or percentage of an estate with an established minimum dollar figure will be counted toward a campaign goal. Commitments defined as a percentage must be accompanied by documentation supporting a conservative estimate of the value of the commitment on or about the date the commitment is disclosed.
- Contingent testamentary pledges will not be counted toward any fund-raising goals. A contingent pledge is a bequest or other commitment that arises only if a specified event occurs (e.g. other beneficiaries predecease the donor, prior bequests fail or are disclaimed, etc.).

The *value of the pledge*, for campaign accounting purposes, will be credited at face value by the development office, and for donor acknowledgement and reporting. In exceptional circumstances, where a present value calculation more accurately reflects the value of the commitment to the University, the calculation may be only at present value. This is generally done when pledge payments will extend beyond the normal three- to five-year period. The determination to count a pledge at less than face value will be made in consultation with the donor.

The Financial Accounting Standards Board (FASB) requires, for business purposes, that the Foundation discount to present value all multi-year pledges and remainder interests in charitable trusts. Except where noted above, the Development Office will count multi-year pledges at face value.

Irrevocable life-income agreements (gifts made to establish trusts and annuities) are counted at both face value and at the present discounted value of the gifted assets. Where the donor retains the right in the trust or gift documents to remove the Foundation as charitable beneficiary or to change the Foundation's share of the gift, the gift may be treated as a testamentary pledge for campaign credit purposes. This is at the discretion of the Gift Acceptance Committee.

Trusts administered by others, in which the ENMU Foundation has an irrevocable right, will be counted at face value and at present discounted value. Where the donor retains the right to remove the Foundation as charitable beneficiary or to change the Foundation's share of the gift, the gift may be treated as a testamentary pledge for fund-raising crediting purposes. This is at the discretion of the Gift Acceptance Committee.

Remainder interest in a residence or farm gifts with a retained life or term estate will be counted at the current market value of the real estate and at the present discounted value. The value will be determined by a qualified appraisal. In all such cases, the gift must comply with the Foundation's real estate gift policies.

Charitable lead trust income will be counted at full face value and the present discounted value of that portion of the total income to be received after the first five years of the trust.

Real estate gifts will be counted at the fair market value on the date of the gift as determined by a qualified independent appraisal. The selling costs may be taken into consideration when determining the "gift value."

Life insurance, including both paid-up and new agreements, in which the ENMU Foundation is both owner and irrevocable beneficiary, will be accepted and counted according to the following conditions:

- While the Foundation will not place a value on the contribution of the policy for IRS purposes, the face value and the cash surrender value of the policy will be used for donor acknowledgement and fund-raising accounting.
- For campaign purposes, all policies transferred by donors who are at least 70 years of age by the end of the campaign counting period will be counted at both the face (or death benefit) value and at the current cash surrender value.
- For gifts of two-life policies, both insured donors must be at least 70 years of age.
- For donors younger than 70 years of age, life insurance will be counted at the surrender value for paid-up policies and at present discounted value for new policies.
- Premium payments may be counted as current gifts. To be credited to campaign totals, life insurance policies must be underwritten by companies meeting criteria comparable to those that establish the minimum ratings noted below:
 - A.M. Best Company rating of A (excellent)
 - Standard and Poor's rating of AA
 - Duff and Phelps Credit Rating Company rating of AA
 - Moody's Investors Service rating of AA
- A pledge form for any outstanding premium payments and a copy of the insurance policy must be provided to the ENMU Foundation.
- For death benefits realized during the campaign period, the difference between prior fund-raising credit or previously credited premiums and the insurance company's settlement will be counted toward the fund-raising totals.

Other plans for deferred gifts will be considered and, if accepted, counted toward fundraising totals as provided in these gift-crediting policies.

Personal Gifts

A personal gift commitment is defined as a gift commitment from an individual or individual's family. This includes gifts made through a vehicle of the individual or family such as a fund/foundation or through a business entity controlled by the individual or family.

- Gifts from an entity controlled by an individual or family must, by IRS ruling, be credited to the entity, which makes the gift, i.e. signs the check. In such cases, the entity will receive "hard" credit for the gift and the individual or family will receive "soft" credit. Soft credit totals are reflected in donor gift histories, acknowledged in the Honor Roll; and, in campaigns, the individual or family is recognized as having made the gift.
- Corporate or business gifts obtained by an individual who does not have ownership in the corporation or business are not credited to that individual.
- Gifts given in honor or recognition of an individual are not credited to that individual.
- Corporate gifts over which the individual may have only allocation discretion are not credited to that individual. Corporate matching gifts are an exception. In such cases, the individual receives soft credit for the match while the corporation receives hard credit.
- In all cases, the Foundation will follow the donor's wishes if she or he prefers to have credit for a corporate or business gift remain only with that entity.
- Individual donors will be recognized for the combined hard and soft credit total of their personal gifts and related corporate matching gifts. The hard credit for the corporate match will, however, always remain with the corporation.

Gift Restrictions

Donors may direct their contributions to restricted funds or for specific purposes that meet the strategic plan and priorities of the University. Donors are encouraged to make the restrictions as broad and flexible as possible. The language, used in creating such a gift should provide sufficient leeway to apply the gift to some other purpose should the designated purpose cease to exist or no longer be feasible.

- Gifts restricted to the Foundation's endowment must be designated for that purpose by the donor. Written documentation from the donor is required for any gift to be added to the Foundation's permanent endowment.
- Unrestricted gifts may be added to the unrestricted quasi-endowment of the Foundation at the discretion of the ENMU Foundation Board of Directors.

- The Gift Acceptance Committee will review prospective restricted gifts that do not meet the strategic plan and priorities of the University. The decision to accept or reject the gift will be made by the Gift Acceptance Committee.

Gift Documentation

Documentation will be required for official crediting and accounting of gifts:

- Letters of intent, instruments of transfer, or pledge forms will be used to identify the gift arrangement, the asset being given, its intended use, pledge payment schedules (where applicable) and the donor. Such forms reassure the donor that her or his special goals and circumstances will be observed.
- All gift instruments referenced above must be in writing as well as dated and signed by the donor.

Gift Administration

- All documented gifts and pledges will be receipted and acknowledged in writing by the ENMU Foundation with appropriate individuals writing and/or signing suitable acknowledgement letters.
- Requests for anonymity will be honored unless the IRS or other governmental agencies require reporting of the gift in a specific manner.
- Pledge reminders, based upon the donor's desired and stated payment schedule, will be sent by the ENMU Foundation unless notified of circumstances which would make pledge reminders inappropriate.
- In the case of unspecified payment schedules for multi-year pledges, the pledge reminders will be sent annually and one month prior to the anniversary of the gift.
- Gifts accepted by the ENMU Foundation will be directed to the purposes designated by donors.

Donor Relations

- Donors will be recognized and honored for their support and included in the appropriate recognition societies, publications, and events.
- Donors will be advised of the impact of their gifts on University projects and programs.
- Donors of current or endowed funds will receive annual reports indicating the financial status of their endowed fund. These reports will include book value, market value and the amount of any awards or purchases made in the previous year.
- Donors will be urged to have all deferred gift agreements reviewed by their own legal and financial advisors.

- Donors will be advised that obtaining a qualified appraisal to establish the fair market value of gifted assets will be the responsibility of the donor, not of the ENMU Foundation or Eastern New Mexico University.
- All gift arrangements for which the donor requests confidentiality and/or anonymity will be so honored unless required to be disclosed by application of federal and state law or other legal authority.
- The ENMU Foundation will seek to make the giving experience satisfying to the donor through a variety of appropriate appreciation, recognition and reporting techniques.

Individuals Authorized to Accept Gifts/Grants on Behalf of ENMU Foundation

The individuals authorized to accept gifts/grants on behalf of the ENMU Foundation are listed below. Any person authorized to accept gifts may do so only in accordance with the gift acceptance policies outlined in this document.

➤For all gifts:

- The University President
- The Director of Development
- The Chair of a campaign
- The President of the Board of Regents
- Athletic Director
- The ENMU Foundation Executive Committee

➤For grants:

- The President
- The Development Director

➤For annual fund gifts:

- All of the above
- Development Office Staff

Grants That Obligate the University to a Course of Action

The acceptance of some grants will require the Foundation and/or the University to match funds or in some other way obligates the Foundation and/or the University to a certain course of action. Therefore, the Gift Acceptance Committee will review each grant before it will be accepted. In most cases, issues regarding the appropriateness of these grants will be examined during the application process. Particular attention will be given to:

- Grants that require matching funds from the ENMU Foundation or Eastern New Mexico University
- Grants that require additional fund raising by the ENMU Foundation
- Grants that require contributed services by the ENMU Foundation and/or Eastern New Mexico University
- Grants that obligate the ENMU Foundation and/or the Eastern New Mexico University in any way

NOTE: Policy originally adapted from The College of St. Catherine Gift/Grant Acceptance Policies approved by their board of trustees February 28, 2000. Document edited and adapted by ENMU Foundation Executive Director Noelle Bartl. ENMU Foundation board approved April 25, 2009.