

THE
LeMoyne-Owen
COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Accepting/Documenting, Processing/Recording and Acknowledging Gifts	Effective Date:	Policy Number:
	July 1, 2011	06-1-001
	Supersedes:	Page 1 Of 2
	Policy: Date:	
Responsible Authority:		
Executive Director, Office of Institutional Advancement Donor Relations Officer		

I. Purpose of the policy/Policy statement

The purpose of the guidelines listed above is to assure accountability by the Office of Institutional Advancement through accurate and secure processing, recording, reporting, acknowledgment of donor gifts and the protection of donor privacy.

II. Detailed Policy Statement

All cash, checks, stocks, bonds or other non-cash gifts must be kept secure until they can be promptly delivered to the Office of Institutional Advancement; along with original documents and/or copies of award letters, pledges, and checks for private gifts and grants, for public institution-wide grants, and for public funding of specific projects or programs, where the gifts will be recorded and copied for delivery to other relevant offices as appropriate and promptly submitted to the Office of Business and Finance for receipt and/or deposit.

Privacy and confidentiality of donor records must be strictly respected and protected. Only authorized and approved personnel will have permission to access the giving history and donor records. All requests for access to donor records must be made to the Office of Institutional Advancement in writing.

III. Applicability/Scope

The policy applies to all Faculty, staff, students, student advisors, approved solicitors/volunteers and trustees of the College; including any entity, whether expressly or implicitly named herein, who wishes to use proceeds/gifts from any fund-raising event for specific purposes (e.g., scholarships, books and supplies, or support for student travel).

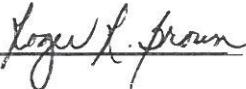
IV. Definitions

V. Implementation procedures

Responsibility	Action	Timeline
Faculty, staff, students, student advisors, approved solicitors/volunteers and trustees of the College; including any entity, whether expressly or implicitly named herein, who wishes to use proceeds/gifts from any fund-raising event for specific purposes (e.g., scholarships, books and supplies, or support for student travel).	Delivery of all cash, checks, stocks, bonds or other non-cash gifts (along with relevant documents, letters of award, pledges and checks/funds for private and public grants to the OIA.	Immediate
Administrative Assistant or other OIA Staff by Ex. Director's designation with the exception of Donor Relations Officer	Acceptance	On-going
Administrative Assistant, OIA	Recording/Documenting of Gifts	Within 24 hrs. of Acceptance
Donor Relations Officer	Receipting via entry into Donor Management System	Within 24 hrs. of recording
Donor Relations Officer	Acknowledgement of Donor Gift	Within 48 hrs. of Receipt

VI. Related policies/References for more information

Office of Institutional Advancement Operations Handbook, 2011: Procedures for Fundraising in the name of LeMoyne-Owen College

Authorizing Official: <u>Roger R. Brown</u>  Authorization Date: <u>October 6, 2011</u>
Title: <u>Executive Director, Office of Institutional Advancement</u>