I. Purpose

This section provides the gift fee policy, and specifies the broad responsibilities for implementation and ongoing management.

II. Definitions


III. Policy

A. A 6% gift fee will be assessed on all gifts pledged to UC Davis (both Regents and Foundation) after September 30, 2004. It will be assessed and collected at the time the gift or pledge payment is received in cash or converted to cash, and will be the gift fee in effect at the time the cash payment is received.

B. Solicitation and pledge materials must notify donors that a gift fee will be assessed.

C. Two-thirds of the gift fee revenue on each gift will be distributed directly to the dean, vice provost or vice chancellor who receives the gift. One-third of the gift fee revenue on each gift will be distributed to a central campus pool for strategic allocation to deans, vice provosts, and vice chancellors and Development and Alumni Relations.

D. The gift fee revenue is to be expended only to help support the costs of fundraising and related advancement activities.

E. Deans, vice provosts and vice chancellors may not assess a unit-specific gift fee on gifts pledged after September 30, 2004.

F. Unless otherwise stated in this policy, gifts for any and all purposes and from any and all sources are subject to the gift fee (see IV.D, E, below).

IV. Payment, Deferral, and Exemptions

A. For each gift, the dean, vice provost, vice chancellor or designee who receives the gift, based on consultation with donors as appropriate, will designate one of the following gift fee payment options:

1. Deduct the fee from the gift principal.
2. Deduct the fee from funds provided by the donor specifically for purposes of paying the fee.
3. Deduct the fee from the account designated for this purpose by the dean, vice provost, vice chancellor or designee who receives the gift. Each dean, vice provost, vice chancellor or designee must enter the account to be used for this purpose via the gift acceptance system.
4. Any other fee exception options will be reviewed on a case-by-case basis.

B. The gift fee will be assessed on a gift-in-kind only if the gift is converted to cash. The fee will be assessed when the cash is received and on the cash at conversion, not the value assigned when the gift-in-kind was received.
C. The gift fee will be assessed on a planned giving (deferred) gift when the gift matures and is received as cash. The fee will be assessed on the cash received, not on the value assigned when pledged.

D. Development and Alumni Relations may grant a gift fee exemption for a gift from a corporation or foundation if provided verification that gift fee payments are prohibited by donor restrictions set by foundation or corporation statute, published guidelines or policy.

E. The Chancellor or designee in consultation with Development and Alumni Relations may on rare occasions grant a partial or full gift fee exemption based on written justification provided by the dean, vice provost, or vice chancellor who receives the gift.

V. Responsibilities

A. Development and Alumni Relations
   1. Provides guidance to unit development staff regarding gift fee notification to donors and assures that donors are notified of the gift fee in solicitation and pledge materials.
   2. Provides notification to Accounting and Financial Services of the gift fee payment method for each gift.
   3. Approves or denies requests for corporate or foundation gift fee exemptions (see IV.D, above).
   4. Approves or denies requests that a gift be held in an interest earning account until sufficient earnings have accrued to pay the fee (see IV.A.4, above).
   5. Ensures that gift fee revenue distributed to Development and Alumni Relations is used for fundraising and related advancement activities.
   6. Provides gift fee sources when requested by the Provost or designee.

B. Accounting and Financial Services
   1. Ensures that the gift fee payment is assessed in accord with the payment option designated by the dean, vice provost or vice chancellor who receives the gift (see IV.A, above).
   2. Ensures that the gift fee revenue is distributed to deans, vice provosts, and vice chancellors and the central campus as specified in this policy.

C. Budget and Institutional Analysis, in conjunction with the Development and Alumni Relations Business Office, monitors and reports on total gift fee revenue, distribution of revenue and uses of revenue.

D. Deans, vice provosts, vice chancellors (or designees)
   1. Ensure that unit development staff notifies donors of the gift fee in solicitation and pledge materials in accord with guidance from Development and Alumni Relations.
   2. Ensure that unit development staff designates the gift fee payment option chosen for each gift.
   3. Ensure that gift fee revenue is used for fundraising and related advancement activities.
   4. Provide gift fee sources and uses reports when requested by the Provost or designee.

E. The Chancellor (or designee)
   1. Approves or denies gift fee exemption requests submitted by deans, vice provosts or vice chancellors (see IV.E, above).
   2. Determines strategic allocation to deans, vice provosts, and vice chancellors of the gift fee
revenue in the campus pool.

VI. Further Information

For additional information contact Development and Alumni Relations, 530-754-1106.

VII. References and Related Policies


B. UC Davis Policy and Procedure Manual:
   2. Section 260-25, Gift Processing and Receipting.