

# UC Davis Policy and Procedure Manual

## Chapter 260, Gifts and Endowments

### Section 40, Memorial/ Commemorative Funds

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Responsible Department: University Relations

Source Document: Development Policy and Administration Manual

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#### I. Purpose

This section outlines policy and procedure for establishing memorial/commemorative funds and accepting gifts donated to those funds.

#### II. Definitions

- A. Commemorative gift--a gift given to honor or recognize someone for a particular reason (e.g., birthday, marriage, graduation, retirement, special achievement).
- B. Current use—a fund expended over a short period of time with immediate impact on the purpose specified by the donor and may provide a long-term legacy.
- C. Endowment—a fund derived from a gift or bequest, the terms of which stipulate that the fund principal must remain inviolate in perpetuity and is to be invested for the purpose of producing present and future income that may be expended or added to principal according to the donor's wishes.
- D. Fund functioning as endowment—a fund in which the principal is held inviolate and is invested in the manner of an endowment fund, but the decision to do so may be reversed by appropriate administrative action.
- E. Memorial gift--a gift given to honor or recognize someone who is deceased.

#### III. Policy

- A. The establishment of a memorial/commemorative fund shall be reviewed by the Vice Chancellor—University Relations and approved by the Chancellor.
- B. Announcements regarding the establishment of a memorial/commemorative fund must be approved in advance by the Director—Advancement Services.
- C. Gifts of a memorial or commemorative nature shall be credited in one of the following ways:
  - 1. To an existing named memorial fund.
  - 2. To a campus unit memorial fund.
  - 3. To establish a new memorial fund.
  - 4. To another existing gift fund.
- D. Commemorative benches or trees placed on campus property shall be approved, coordinated, provided, and installed through the Building and Grounds Division.

#### IV. Types of Memorial Funds

- A. Campus Unit Memorial Funds
  - 1. Colleges, schools, and departments may establish a general purpose memorial fund (e.g., Animal Science Memorial Fund, College of Engineering Memorial Fund).
    - a. The fund shall be the recipient of memorial and commemorative gifts given to the unit.
    - b. The fund may be used to accumulate gifts honoring a particular person(s) which

may subsequently, upon qualification, be separately endowed. The newly established memorial endowment fund shall be classified as a fund functioning as an endowment.

c. The dean or department chair shall be responsible for administration of the fund.

2. A campus unit memorial fund may be used for such purposes as the unit shall determine, including but not limited to scholarships, awards, prizes, grants in aid, lectureships, official entertainment, or recognition.

**B. Individual Memorial Funds**

1. Colleges, schools, and departments may, at their discretion and in compliance with the donor's wishes, establish an individual memorial fund.

2. The fund will normally be established as a current-use fund.

**V. Procedures**

A. Proposals to establish a campus unit memorial fund or an individual memorial fund as a fund functioning as an endowment or as an endowed memorial fund shall be submitted to the Vice Chancellor—University Relations for review prior to approval by the Chancellor.

The proposal for a campus unit memorial fund shall include the following:

1. Fund name.

2. Purpose of fund.

B. The following wording may be suggested to individuals or families requesting assistance in preparation of wording for memorial fund notices:

The family prefers that remembrances and memorial contributions in memory of [name of individuals(s)] be made to the [approved name] Memorial Fund at the University of California, Davis. Contributions should be made payable the UC Davis Foundation (or UC Regents) and sent to UC Davis, University Relations--Advancement Services, One Shields Avenue, Davis, California 95616.

C. A permanent record of all donors to memorial funds shall be maintained on the University Relations database.

D. The dean, director, or department chair is responsible for:

1. Acknowledgment of all memorial or commemorative contributions.

2. Properly reporting the contribution (see Section 260-25).

3. Notifying the family of the individual in whose name memorial or commemorative contributions have been made of the name and address of each donor. The amount of the contribution shall not be included in this notice.

**VI. Further Information**

A. For further information regarding memorial funds, call the Gifts Acceptance Office, (530) 754-1135.

B. Additional information regarding commemorative benches or trees is available from the Building and Grounds Division, (530) 752-6741.

**VII. References and Related Policies**

A. Office of the President: Development Policy and Administration Manual (<http://www.ucop.edu/ucophome/policies/devpol/>).

- B. UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
1. Section 260-15, Solicitation and Acceptance of Gifts.
  2. Section 260-25, Gift Reporting Procedures.