

UC Davis Policy and Procedure Manual

Chapter 270, Properties Use and Extracurricular Activities

Section 60, UC Davis Support Groups

Date: 6/12/17

Supersedes: 9/7/06

Responsible Department: Development and Alumni Relations

Source Document: Policy on Support Groups, Campus Foundations, and Alumni Associations

I. Purpose

This section describes the policy and procedures for volunteer groups to be recognized as UC Davis Support Groups, and the standards to which they must adhere.

II. Policy

- A. [Regents Policy 5203](#) describes support groups as any group, organization, foundation, or association, other than a Campus Alumni Association (Cal Aggie Alumni Association) or Campus Foundation (UC Davis Foundation),
 1. Whose primary purpose is to provide assistance through fundraising, public outreach, and other support for the University's mission, or
 2. Whose representatives or activities make the entity indistinguishable from the University itself, or
 3. That acts as an agent or intermediary for the University.
- B. Support groups must be affiliated with and endorsed by a department, college/school, or administrative unit to raise gift funds or provide public support for teaching, research, patient care, or public service programs of the University.
- C. Each support group must be recognized and operated so that contributions to it or through it to The Regents or the UC Davis Foundation are deemed tax-deductible contributions under relevant provisions of State and Federal tax law.
- D. Funds raised by support groups must be adequately controlled and properly expended in the same manner as if the University itself raised the funds.

III. Procedures

- A. Official recognition
 1. The group requesting recognition submits the following to the Assistant Vice Chancellor–Advancement Services:
 - a. The documents described in the systemwide [Administrative Guidelines for Support Groups](#), Official Recognition section.
 - b. A written statement of concurrence by the dean, vice chancellor, or UC Davis Health director whose unit will be the recipient of the group's support.
 - c. A current roster of names and addresses of donors and amounts of contributions, and members, upon request of the Assistant Vice Chancellor–Advancement Services.
- B. Annual renewal
 1. The group must submit the following to the Assistant Vice Chancellor–Advancement Services, by October 1 of each year:

- a. All documents listed in III.A.1, above.
 - b. A report of the activities of the organization during the preceding fiscal year (July 1-June 30).
 - c. A financial report for the preceding fiscal year.
 - d. Any changes to the group's structure, purpose, goals, or enabling documents (e.g., bylaws, constitution, articles of incorporation).
 - e. A statement listing University resources and percentage of staff time needed by the group.
- C. Revocation of recognition
1. The Assistant Vice Chancellor–Advancement Services will notify the support group, in writing, of any noncompliance with the policy and provide a time period for the group to become compliant.
 2. If the group fails to comply within the specified time period, the Chancellor will take action to revoke official recognition.
 3. The support group will transfer all assets to The Regents or the UC Davis Foundation within three months following revocation of recognition, for use consistent with the terms and purposes of the gifts.

IV. Privileges of Recognition

- A. Use of the name of the University of California, Davis, or an abbreviation thereof, as part of the group's name, with approval of the Chancellor (see [Section 310-65](#)).
- B. Access to reservable University properties (see [Section 270-20](#)).
- C. Use of campus mail.
- D. Use of Dateline UC Davis and UC Davis Health Weekly Update, on a space available basis, for announcements relating to the group.
- E. Right to post and exhibit materials on campus (see Sections [310-25](#) and [310-27](#)).
- F. Fundraising activities with approval of the Chancellor (see [Section 260-15](#)).
- G. Use of University service departments, through the group's unit affiliation.
- H. Staff and operational support, through the group's unit affiliation.
- I. Financial services from Accounting and Financial Services, through the group's unit affiliation and with appropriate approvals.
- J. Funding allocations, through the group's unit affiliation.

V. Further Information

- A. Additional information and requirements regarding support group organization including operating standards, allowable activities, and responsibilities are available in the systemwide [Administrative Guidelines for Support Groups](#).
- B. Additional information regarding UC Davis Support Groups is available from Advancement Services; (530) 754-1106.

VI. References and Related Policies

- A. [Regents Policy: Policy on Support Groups, Campus Foundations, and Alumni Associations.](#)
- B. [Office of the President: Administrative Guidelines for Support Groups.](#)
- C. UC Davis Policy and Procedure Manual:
 - 1. [Section 260-15, Solicitation and Acceptance of Private Support.](#)
 - 2. [Section 270-05, Campus Organizations.](#)
 - 3. [Section 270-20, Use and Reservation of University Properties/Event Arrangements.](#)
 - 4. [Section 310-25, Distribution of Information and Literature.](#)
 - 5. [Section 310-27, Posting of Information.](#)
 - 6. [Section 310-65, Use of the University's Name, Seal, and Other Trademarks.](#)