

GEORGIA STATE UNIVERSITY FOUNDATION, INC.

Procedure number/name: 2.4c Procedure for Acknowledging Planned Gifts

Issuing date: 6/10/2005 Effective date: 6/10/2005

Related policy number/name: 2.4 Gift Acceptance Policy, Title IV, Planned Giving

Procedures Approved by: Director of planned giving and assistant vice president for finance and operations

I. Introduction

Objective: To establish an efficient and effective procedure for acknowledging planned gifts. Planned gifts will be given special handling in the acknowledgment process.

II. Revision history

Initially adopted 6/10/2005.

III. Definitions

Definitions are contained in V. Roles and responsibilities and VI. Procedure.

IV. Persons affected

Donors, director of gift planning, development officers, Donor Relations and University Events staff, vice president for development and his/her associate, assistant/associated vice president for development, director of development research,

V. Roles and responsibilities

[Summarizes the roles and responsibilities of all individuals involved with this document.]

A. Responsibilities of the Director of Planned Giving

1. Initiate the acknowledgement process.
2. Complete a "Planned Gift Transmittal" form (see exhibit) and distribute it to:
 - Assistant Vice President for Finance & Administration
 - Director of University Stewardship & Events
 - Development Associate, Office of the Vice President for Development
 - Director of Prospect Research
3. Provide the donor with an appropriate acknowledgement including tax information and disclosures, if appropriate.

4. Provide the Assistant Vice President for Finance & Administration with any additional information necessary to administration of the gift (e. g., gift annuity agreements, charitable trust instruments, stock transfers, and real estate deeds).
5. Forward file copies of acknowledgement letters to the Office of Prospect Research.
6. If a gift agreement is necessary, advise the appropriate development officer.

B. Responsibilities of the Assistant Vice President for Finance & Administration

1. Complete coding notations and route the Planned Giving Transmittal to appropriate personnel for recording, database coding, and adding to the Office of Gifts & Records' scanned and paper files.
2. As the Director of Planned Giving is providing tax information when indicated, there is no need for the Office of Gifts & Records to issue receipts.
3. Provide information to the Foundation's fiscal agent necessary for the administration of the gift.
4. If a use agreement is indicated, negotiate the agreement and have it signed by the appropriate parties. Provide copies of completed gift agreements to the offices of Gifts & Records, Planned Giving, and Prospect Research.

C. Responsibility of the Director of University Stewardship & Events

If an acknowledgement letter from the President of the University is indicated, the Director of University Stewardship & Events will route the Planned Giving Transmittal to the appropriate person for drafting and processing and provide file copies to the offices of Planned Giving and Prospect Research.

D. Responsibility of the Development Associate, Vice President for Development.

If an acknowledgement letter from the Vice President for Development is indicated, the Development Associate will do the drafting and see that the letter is processed. Copies should be provided to the offices of Planned Giving and Prospect Research.

E. Responsibilities of the Director of Prospect Research

Retain copy of Planned Giving Transmittal and acknowledgement letters in the donor's file.

F. Responsibilities of other development officers.

If notified of a planned gift, provide information to the Director of Planned Giving so that the acknowledgement process can be initiated.

If a gift agreement is indicated, negotiate the agreement and have it signed by the appropriate parties. Provide copies of completed gift agreements to the offices of Gifts & Records, Planned Giving, and Prospect Research.

VI. Procedures

- A. Unusual circumstances may require a higher degree of communication and cooperation.
- B. Procedure Review. Appropriate staff will review this procedure annually.

HELP

People to contact

Position Title	Campus Location	Phone Number	Email Address
Director, Gift Planning	742 1PP	3-3414	cbeckoff@gsu.edu

Additional information and resources

Foundation policies and procedures

2.4 Gift Acceptance Policy, Title IV, Planned Giving

2.4a Gift Annuity Establishment Procedure