

GEORGIA STATE UNIVERSITY FOUNDATION, INC.

Policy number/name: 2.6 Gift Acceptance Policy Appendices
2.6.2 Donor Bill of Rights

Issuing date: 6/4/2008 Effective date: 6/4/2008

Policy approved by: Board of Trustees

Governance oversight by: Development Committee

I. Revision history

Adopted 12/2/2004

Triennial Review and Amendment completed 6/4/ 2008

II. Purpose of the policy/Policy statement

From Gift Acceptance Policy Title I, Principles and Definitions:

I. Ethics

The foundation shall conduct its planned giving program in accordance with the "Model Standards of Practice for Charitable Gift Planners" (Appendix 1) of the National Committee on Planned Giving (NCPG), the American Council on Gift Annuities (ACGA) and the "The Donor Bill of Rights" (Appendix 2) developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE) and the Association of Fundraising Professionals (AFP).

Interpretive Note. The University System of Georgia "Guiding Principles for Cooperative Organizations" states that it "is the responsibility of each institution to support the institution [university] at all times in a cooperative, ethical and collaborative manner..." (item 2) and each "Cooperative Organization shall develop policies and procedures to establish ethical standards to ensure that no conflict of interest occurs between its members and employees and the activities of the

cooperative organization and the institution. (Item 9)" (DWB, 6/29/07)

II. Definitions

See Gift Acceptance Policy Title I, Principles and Definitions

III. Applicability

The policy applies to all gift and pledges to the foundation.

IV. Exceptions

The policy generally does apply to gifts directly to the university or gifts to other cooperative organizations. The "exception to the exception" are tangible gifts of personal property (gifts-in-kind) to the university.

V. Detailed policy statement

DONOR BILL OF RIGHTS

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.

6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The text of this statement in its entirety was developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE) and the Association of Fundraising Professionals (AFP).

Source: <http://www.case.org/about/donor.cfm>. Accessed 23 July 2001.
Also available at http://www.afpnet.org/ethics/ethics_and_donors.

HELP

People to contact

Position Title

Director, Gifts and Records Management

Vice President for Development/President of the Foundation

Assistant Vice President for Development/Chief Financial Officer of the
Foundation

Associate Vice President for Development (Development Resources)

Additional information and helpful resources

NCPG Counting Guidelines, 2nd Edition

CASE Management and Reporting Standards, 3rd Edition

Foundation policies

2.1 Gift Acceptance Policy Title I, Principles and Definitions

2.2 Gift Acceptance Policy Title II, Outright Gifts

- 2.3 Gift Acceptance Policy Title III, Pledges
- 2.4 Gift Acceptance Policy Title IV, Planned Gifts
- 2.5 Gift Acceptance Policy Title V, Restrictions on Gifts
- 2.6.1 Model Standards of Practice for Charitable Gift Planners