

Considerations When Accepting Gifts

Identify a representative from within your department or college designated to manage the flow of donations through that entity.

If you already have a representative designated within your department or college - INVOLVE THEM!

When contemplating the acceptance of a gift, it might help to consider a few things:

Does the gift support your department's/college's mission?

Does your department/college have the space and/or funds to:

Display
Store
Maintain
Manage
Secure ...this gift?

Should the gift be evaluated for structural integrity?

Should the donor supply an official appraisal?

About the Gift Agreement Form

Please fill out the form as completely as possible. Each field on the form is necessary in managing donations and ensuring they are handled appropriately.

When describing the donation on the form, list type of donation (painting, statue, bench), approximate size (6' tall, 42" x 36", 4' diameter), color(s), and any defining characteristics.

A section for stipulations has been provided in the rare case that the donor requires something specific regarding the treatment, placement or display of the donation. Stipulations should be limited, if any at all.

Refer your donor to their attorney or financial advisor for laws and tax issues pertaining to donations.

Determining the Value of a Gift

Any gift donated to any entity at the University of Central Oklahoma should be given an estimate of value. **In accordance with sound accounting practices, the Accounting department should be made aware of any donation valued at \$500 or greater.**

You can estimate the value of the gift through any of several independent methods. A few suggestions on where to start your search for information are listed below.

www.ebay.com

www.google.com

Your local library

Similar products

Your local commercial market

Expert opinion (people with knowledge specific to the gift)

Acknowledging a Gift

A letter or note, written to a donor in response to the donation of a gift, will encompass sentiments that surround your relationship with the donor. While your letter of acknowledgement to the donor will be personal in nature, the letter should contain the ideas in the following statements to clarify the conditions under which the donor chose to give the gift to the University entity.

Do **NOT** include the dollar value of the gift in the thank-you note to your donor!

"I accept the donation of (gift description) on behalf of the University of Central Oklahoma's (department/college)"

"Your donation is tax deductible and no goods or services were exchanged for this gift"

Sample Thank-You note: (Feel free to modify this sample for your use)

January 18, 2008

Mr. and Mrs. John P. Smith
1700 N. Washington Avenue
Oklahoma City, OK 70000-0000

Dear Mr. and Mrs. Smith:

Thank you for your recent gift of [item – painting, statue, artifact], entitled [name of item if appropriate], [other pertinent information – date, condition, linen / canvas, etc.] to the University of Central Oklahoma for the College of [college name]. We are pleased to have received this [gift] and [information regarding display, storage, etc.].

Your contribution is tax deductible, as no goods or services were exchanged for this gift. In acknowledgement, your name will be listed as Mr. and Mrs. John P. Smith in related donor publications. If this is not satisfactory or you wish to remain anonymous, please contact us at abcdefg@hijklmn.op or notify [name, contact info] in writing of your listing preference.

The University of Central Oklahoma is a vital part of our community, and is dedicated to instilling three core principles in our students – Character, Civility, and Community. Through personal support from donors like you, UCO can provide rich educational experiences that empower students for leadership roles in an ever-changing world.

Again, thank you for your most generous support of UCO and its academic programs. Your contribution is truly appreciated and will make a vital difference in the lives and futures of our students.

Warmest regards,

[Name]

Should your department or college choose to reject a donation offered by a donor, we are providing some verbiage here to help you express your appreciation yet respectfully decline the gift.