

**Ferris State University
Advancement Office
Gift Acceptance Policies and Guidelines**

Ferris State University, a not for profit organization chartered under the laws of the State of Michigan, encourages the solicitation and acceptance of gifts to Ferris State University (hereinafter referred to as Ferris State University/Ferris Foundation) for purposes that help Ferris State University to further and fulfill its mission. The following policies and guidelines govern acceptance of gifts made to Ferris State University for the benefit of any of its programs.

The organization's mission is:

Ferris State University will be a national leader in providing opportunities for innovative teaching and learning in career-oriented, technological and professional education.

I. Purpose of Policies and Guidelines

The Board of Trustees of Ferris State University and its staff solicit current and deferred gifts from individuals, corporations, and foundations to secure the future growth and to support the mission of Ferris State University. It is the purpose of these policies and guidelines to govern the acceptance of gifts by Ferris State University and to provide guidance to prospective donors and their advisors when making gifts to Ferris State University. The provisions of these policies shall apply to all gifts accepted by Ferris State University for any of its programs or services.

II. Use of Legal Counsel

Ferris State University shall seek the advice of legal counsel in matters relating to acceptance of gifts as appropriate. Review by counsel is recommended for:

- A. closely-held stock transfers that are subject to restrictions or buy-sell agreements
- B. documents naming Ferris State University as Trustee
- C. all gifts involving contracts, such as bargain sales or other documents requiring Ferris State University to assume an obligation
- D. all transactions with potential conflict of interest that may invoke IRS sanctions
- E. and such other instances deemed appropriate by the Gift Acceptance Committee

III. Conflict of Interest

All prospective donors shall be strongly urged to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences. Ferris State University will comply with the Model Standards of Practice for the Charitable Gift Planner promulgated by the National Committee on Planned Giving, shown as an appendix to this document.

IV. Restrictions on Gifts

Ferris State University will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are consistent with its stated mission, purposes, and priorities. Ferris State University reserves the right to determine whether or not it will accept a gift and may consider, among other criteria, whether the terms, conditions, or purpose of a gift are consistent with federal or state law, University or public policy, or the University's educational mission. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Gift Acceptance Committee of Ferris State University.

V. The Gift Acceptance Committee

The gift acceptance committee shall consist of:

- The president of Ferris State University
- The treasurer of Ferris Foundation
- One member of the Foundation Development Committee, appointed by the vice president for University Advancement & Marketing
- Such other members as appointed by the president of Ferris State University
- Ex-Officio members shall include the executive director of Ferris Foundation, the vice president for University Advancement & Marketing and the associate vice president for University Advancement

The gift acceptance committee is charged with the responsibility of reviewing all gifts made to Ferris State University, screening and accepting those gifts, and making recommendations to the Board on gift acceptance issues as appropriate.

VI. Types of Gifts

A. The following gifts are acceptable:

1. Cash
2. Tangible personal property
3. Securities
4. Real estate

5. Remainder interests in property
6. Oil, gas, and mineral interests
7. Bargain sales
8. Life insurance
9. Charitable gift annuities
10. Charitable remainder trusts
11. Charitable lead trusts
12. Retirement plan beneficiary designations
13. Bequests
14. Life insurance beneficiary designations

B. The following criteria govern the acceptance of each gift form:

1. Cash: Cash is acceptable in any form. Checks shall be made payable to Ferris State University and shall be delivered to University Advancement in Ferris State University's administrative offices.
2. Tangible personal property: All other gifts of tangible personal property shall be examined in light of the following criteria:
 - Does the property support the mission of Ferris State University?
 - Is the property marketable?
 - Are there any undue restrictions on the use, display, or sale of the property?
 - Are there any carrying costs for the property?
3. In-kind gifts: The donor of an in-kind gift is responsible for establishing the value of the gift. Although a letter from the donor indicating the value of the gift is sufficient documentation for gifts valued under \$5,000, donors should be encouraged to submit additional documentation for all in-kind gifts. For gifts valued at \$5,000 or more, the donor must provide a qualified appraisal of the gift and submit Internal Revenue Service (IRS) form 8283 to the University Advancement Office for completion and subsequent return to the donor.

University personnel receiving an in-kind gift must complete a Notice of Receipt of an In-kind Donation form for each such gift and submit it promptly to the University Advancement Office.

In-kind gifts shall be posted to the appropriate unit's development accounts for record-keeping purposes. At the end of each month, these amounts shall be transferred from the development accounts to appropriate equipment or other capital asset management accounts.

The final determination on the acceptance of other tangible property gifts shall be made by the Gift Acceptance Committee of Ferris State University.

4. Securities: Ferris State University and the Ferris Foundation can accept both publicly traded securities and closely held securities. To make a gift of stock to Ferris State University, the donor will provide the following information to their financial advisor with authorization to transfer the stock.

To make a gift of stock to the Ferris Foundation, the donor will provide the following information to their financial advisor with authorization to transfer the stock.

Publicly traded securities: Marketable securities may be transferred to an account maintained at one or more brokerage firms or delivered physically with the transferor's signature or stock power attached. As a general rule, all marketable securities shall be sold upon receipt unless otherwise directed by the Investment Committee. In some cases, marketable securities may be restricted by applicable securities laws; in such instances, the final determination on the acceptance of the restricted securities shall be made by the Gift Acceptance Committee of Ferris State University.

Closely-held securities: Closely-held securities, which include not only debt and equity positions in non-publicly traded companies but also interests in LLPs and LLCs or other ownership forms, can be accepted subject to the approval of the Gift Acceptance Committee of Ferris State University. However, gifts must be reviewed prior to acceptance to determine that:

- there are no restrictions on the security that would prevent Ferris State University from ultimately converting the assets to cash,
- the security is marketable, and
- the security will not generate any undesirable tax consequences for Ferris State University

If problems arise on initial review of the security, further review and recommendation by an outside professional may be sought before making a final decision on acceptance of a gift. The final determination on the acceptance of closely-held securities shall be made by the Gift Acceptance Committee of Ferris State University and legal counsel as necessary.

Every effort will be made to sell non-marketable securities as quickly as possible.

5. Real estate: Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Prior to acceptance of real estate, Ferris State University shall require an initial environmental review of the property to ensure that the property is not contaminated with environmental damage. Environmental inspection forms are attached as an appendix to this document. In the event that the initial inspection reveals a potential problem, Ferris State University shall retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental audit shall generally be an expense of the donor.

When appropriate, a title binder shall be obtained by Ferris State University prior to the acceptance of the real property gift. The cost of this title binder shall generally be an expense of the donor.

Prior to acceptance of the real property, the gift shall be approved by the Gift Acceptance Committee of Ferris State University and by Ferris State University's legal counsel. Criteria for acceptance of the property shall include:

- Is the property useful for the purposes of Ferris State University?
- Is the property marketable?
- Are there any restrictions, reservations, easements, or other limitations associated with the property?
- Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, etc., associated with the property?
- Does the environmental audit reflect that the property is not damaged?

6. Remainder interests in property: Ferris State University will accept a remainder interest in a personal residence, farm, or vacation property subject to the provisions of paragraph 5 above. The donor or other occupants may continue to occupy or use the real property until death. At the death of the donor, Ferris State University may use the property or reduce it to cash. When Ferris State University receives a gift of a remainder interest, expenses for maintenance, real estate taxes, and any property indebtedness are to be paid by the donor or primary beneficiary.
7. Oil, gas, and mineral interests: Ferris State University may accept oil and gas property interests as appropriate. Prior to acceptance of an oil and gas interest, the gift shall be approved by the Gift Acceptance Committee, and if necessary, by the University's legal counsel. Criteria for acceptance of the property interests shall include:

- Gifts of surface rights should have a value of \$20,000 or greater.
- Gifts of oil, gas and mineral interests should generate at least \$3,000 per year in royalties or other income (as determined by the average of the 3 years prior to the gift).
- The property should not have extended liabilities or other considerations that make receipt of the gift inadvisable.
- If the interest is a working interest the University should determine the impact on Ferris State University so that it may develop a plan to minimize that impact if accepted.
- The property should undergo an environmental review to ensure that Ferris State University has no current or potential exposure to environmental liability.

8. Bargain sales: Ferris State University will enter into a bargain sale arrangement in instances in which the bargain sale furthers the mission and purposes of Ferris State University. All bargain sales must be reviewed and recommended by the Gift Acceptance Committee and approved by the Board of Trustees. Factors used in determining the appropriateness of the transaction include:

- Ferris State University must obtain an independent appraisal substantiating the value of the property.
- If Ferris State University assumes debt with the property, the debt ratio must be less than 50% of the appraised market value.
- Ferris State University must determine that it will use the property, or that there is a market for sale of the property allowing sale within 12 months of receipt.
- Ferris State University must calculate the costs to safeguard, insure, and expense the property (including property tax, if applicable) during the holding period.

9. Life insurance: Ferris State University must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. If the donor contributes future premium payments, Ferris State University will include the entire amount of the additional premium payment as a gift in the year that it is made.

If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, Ferris State University may:

- convert the policy to paid up insurance,
- surrender the policy for its current cash value, or
- continue to pay the premiums with approval of the Vice President for University Advancement.

10. Charitable gift annuities: Ferris State University offers charitable gift annuities. The minimum gift for funding a charitable gift annuity shall be \$5,000. The minimum age for life income beneficiaries of a charitable gift annuity shall be 55. Where a deferred charitable gift annuity is offered, the minimum age for life income beneficiaries shall be 55. No more than two life income beneficiaries will be permitted for any charitable gift annuity.

Annuity payments may be made on a quarterly, semi-annual, or annual schedule.

Ferris State University will not accept real estate, tangible personal property, or any other illiquid asset in exchange for current charitable gift annuities. Ferris State University may accept real estate, tangible personal property, or other illiquid assets in exchange for deferred gift annuities so long as there is at least a 5 year period before the commencement of the annuity payment date, the value of the property is reasonably certain, and the president of Ferris State University approves the arrangement.

Funds contributed in exchange for a charitable gift annuity shall be set aside and invested during the term of the annuity payments. Once those payments have terminated, the funds representing the remaining principal contributed in exchange for the charitable gift annuity shall be transferred to Ferris State University general endowment fund, or to such specific fund as designated by the donor.

The president of Ferris State University may make exceptions to this policy.

11. Charitable remainder trusts: Ferris State University may accept designation as remainder beneficiary of a charitable remainder trust with the approval of the Gift Acceptance Committee of Ferris State University. Ferris State University will not accept appointment as Trustee of a charitable remainder trust.
12. Charitable lead trusts: Ferris State University may accept a designation as income beneficiary of a charitable lead trust. The Board of Trustees of Ferris State University will not accept an appointment as Trustee of a charitable lead trust.
13. Retirement plan beneficiary designations: Alumni and friends of Ferris State University shall be encouraged to name Ferris State University as beneficiary of their retirement plans. Such designations shall not be recorded as gifts to Ferris State University until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date,

the present value of that gift may be recorded at the time the gift becomes irrevocable.

14. Bequests: Donors and supporters of Ferris State University shall be encouraged to make bequests to Ferris State University under their wills and trusts. Such bequests shall not be recorded as gifts to Ferris State University until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

15. Life insurance beneficiary designations: Donors and supporters of Ferris State University shall be encouraged to name Ferris State University as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts to Ferris State University until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

V. Miscellaneous Provisions

- A. Securing appraisals and legal fees for gifts to Ferris State University:** It shall be the responsibility of the donor to secure an appraisal (where required) and independent legal counsel for all gifts made to Ferris State University.
- B. Valuation of gifts for development purposes:** Ferris State University shall record a gift received by Ferris State University at its valuation for gift purposes on the date of gift.
- C. Responsibility for IRS filings upon sale of gift items:** Ferris State University is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within two years of receipt by Ferris State University where the charitable deduction value of the item was \$5,000 or greater. Ferris State University must file this form within 125 days of the date of sale or disposition of the asset. Form 8282 with Filing Instructions is attached as an appendix to these policies.
- D.** Acknowledgement of all gifts made to Ferris State University and compliance with the current IRS requirements in acknowledgement of such gifts shall be the responsibility of the Board of Trustees of Ferris State University. IRS Publication 561 *Determining the Value of Donated Property* and IRS Publication 526 *Charitable Contributions* are attached as Appendices.

VI. Changes to Policies

These policies and guidelines have been reviewed and accepted by the Gift Acceptance Committee of Ferris State University. The Gift Acceptance Committee of Ferris State University must approve any changes to or deviations from these policies.

Approved on the _____ day of _____, 2006.

Richard P. Duffett
Vice President of University Advancement & Marketing

APPENDICES

- I. Model Standards of Practice of the Charitable Gift Planner**
- II. Environmental Review Forms**
- III. IRS Form 8282 and Instructions**
- IV. IRS Publication 561 Determining the Value of Donated Property**
- V. IRS Publication 526 Charitable Contributions**