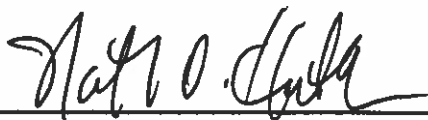


# Wake Forest University Gift Acceptance Policy



September 30, 2020

Dr. Nathan O. Hatch

REVISED DATE Sept. 28, 2020

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# Wake Forest University Gift Acceptance Policy

## Introduction

The Wake Forest University Gift Acceptance Policy has been developed for the purpose of providing:

- 1) complete and accurate reporting of gifts and pledges
- 2) guidance for compliance with IRS regulations and acceptable business practices
- 3) guidance for persons involved in gift solicitation, recording, and management for Wake Forest University

The purpose of the Gift Acceptance Policy is to insure that gifts:

- 1) are appropriate to the mission and needs of the University
- 2) impose no undue financial burdens on the University
- 3) if restricted, are written in reasonably broad and flexible terms to maximize their usefulness to the University; and
- 4) if restricted, include language that permits the University to apply the gift to a related purpose in the event that the designated purpose is no longer practical, necessary or able to be performed

The Gift Acceptance Policy applies to Wake Forest University and all subsidiaries excluding Reynolda House and the Wake Forest University Health Sciences and subsidiaries. ***This policy was adopted by the Gift Acceptance Committee (the "Committee") and approved by the President as of September 30, 2020***

## Authorizations

- A Gift Acceptance Committee will be responsible for enforcing and interpreting this Gift Acceptance Policy. The Committee will include the following: Vice President of University Advancement, the Controller, the Provost, the General Counsel, the Chair of the Faculty Senate, the Chair of the University Policy Committee, and the Executive Vice President. Deliberations of the Committee will be convened by the Associate Vice President, Alumni and Donor Services. Representatives from schools, the Faculty Senate, centers, institutes, or other entities may be consulted on gifts for the school, center, etc., in question.

The Gift Acceptance Committee will review gifts of \$1 million or more to insure that the four principles outlined above are applied consistently. It is the responsibility of the division managers within University Advancement, (the Senior Associate Vice President of

Development, the Associate Vice President of Family Engagement, Associate Vice President of Gift Planning and the Associate Vice President of Alumni and Donor Services), to bring any gift that is not consistent with this policy or any problematic gift within their unit to the Vice President of University Advancement. It is the responsibility of the Vice President of University Advancement to attempt to resolve problematic gifts of real or personal property in consultation with the Executive Vice President. Other problematic gifts may be referred to the Gift Acceptance Committee at the discretion of the Vice President of University Advancement. Reasonable effort will be made among the members of the Gift Acceptance Committee to reach a consensus on actions and recommendations. Should the Gift Acceptance Committee be unable to reach consensus, a vote will be taken and the majority position will be the Committee's recommendation to the President, who is ultimately responsible for the acceptance of all gifts to the University.

Examples of problematic or unusual gifts are offers to endow courses that are not academic priorities, to create new institutes or centers that are not academic priorities, to establish new programs that are not academic priorities, or to build or change facilities that are not academic or administrative priorities. Problematic gifts may also be offered with unacceptable restrictions. A scholarship could be restricted to individuals from a small geographic area, for example, making it unlikely to be awarded on a regular basis.

Gifts may also be considered problematic if it is determined by any member of the GAC that accepting them might bring reputational harm to the University. Such gifts may include contributions closely associated with illegal activity or suspected illegal activity. Such gifts should be referred to the Gift Acceptance Committee.

- The President of the University is ultimately responsible for the acceptance of all gifts to the University.
- No general or group solicitation of funds may be undertaken by any school or academic department without approval of the Provost and the Vice President for University Advancement as set forth in the Wake Forest University Fundraising Approval and Priority-Setting policy. In cases where the level of priority for a project is not clear, the Vice President for the University Advancement or his/her designee will consult the Provost of the University.
- No approach outside of approved funding priorities may be made to a donor, whether an individual, foundation, corporation, federation, association, other donative entity, or to grant-making entities, without approval from the Vice President of University Advancement or his/her designated representative. For information regarding the approval of fundraising priorities see the Fundraising Approval and Priority-Setting Policy.

- The Vice President for University Advancement in consultation with the Executive Vice President and the Provost is responsible for development and implementation of policies and procedures that are consistent with this Policy. Recommended policies are then referred to the Gift Acceptance Committee and the President for approval.
- No fundraising consultants, individuals or firms will be hired to work on behalf of Wake Forest University or any school, center, institute, program, or division of the University without prior approval of the Vice President for University Advancement or his/her designee.
- Gift records at Wake Forest University are confidential and may only be accessed or disclosed to employees with a need to know the information in order to perform their respective job duties. Information regarding donor gift histories, lists of donors, and all related materials are disclosed to others only with the authorization of the Vice President of University Advancement or his/her designated representative. Requests for donor information from the President, General Counsel, Senior Vice President, Provost, University auditors and as required by law are exempt from this formal approval process.
- Should the Gift Acceptance Committee find itself unable to resolve a procedural or policy issue regarding a gift, the issue will be referred to the President for final resolution.
- The Office of University Advancement is responsible for:
  - donor stewardship
  - implementing and enforcing the gift policies of Wake Forest University
  - managing the process of solicitations by staff, volunteers, faculty and others in accordance with approved gift policies
  - managing the solicitation process and receipt of gifts in consonance with approved University fundraising priorities
  - transmitting cash gifts and non-cash gifts to the Controller in a timely and accurate fashion
  - documenting all gifts and pledges in accordance with gift acceptance policies

Conversations and deliberations of the Gift Acceptance Committee are confidential and may only be accessed or disclosed to employees with a need to know the information to perform their respective job duties.

### **Gift Documentation Requirements**

(separate from *gift entry* procedures which are incorporated into the Gift Entry Procedures Manual).

- All gifts to Wake Forest University require written documentation before being “counted” toward University fundraising goals. For outright gifts or multi-year pledges, documentation will usually be a signed by the donor or his/her legal representative or Power of Attorney and dated pledge agreement.

Other acceptable documentation:

- deeds or other forms of conveyance or assignment
- Insurance policy conveyance or assignment
- completed wills, excerpts therefrom or by completing a bequest intention form
- revocable and irrevocable trust agreements in which Wake Forest University is named beneficiary
- copies of electronic correspondence from the donor confirming pledge commitments made via personal conversation with a development officer
- endowment and/or restricted gift fund agreements signed by the University and the donor

**Note:** Because counting conventions for purposes of reporting fundraising results may differ from conventions used in the audited financial statements, the Controller and the Vice President for Advancement will designate representatives to develop procedures to reconcile these respective reports and statements on at least a quarterly basis.

### **Gift Recording Policies**

- All gifts, pledges, and bequest distributions to Wake Forest University will be recorded in compliance with IRS regulations and CASE (Council for Advancement and Support of Education) Reporting Standards and Management Guidelines. For the purposes of financial reporting all gifts, pledges and bequest distributions will be recorded in compliance with General Accepted Accounting Principles.
- All gifts to Wake Forest University are acknowledged in writing. Acknowledgements may be delivered electronically at the donor’s request or according to University practice. The process is reviewed periodically by the Vice President of University Advancement or by his/her designate.
- Receipts will not be issued for gifts of *service*. (Service is not recognized by the Internal Revenue Service as a constituting a gift.) Recognition for service is determined at the discretion of the Vice President of University Advancement.

- Gifts will be recorded by donor and purpose. For advancement records, “purpose” will be defined as current/ expendable unrestricted; current/ expendable restricted; endowment; and plant (buildings and facilities of physical plant). For accounting purposes, these designations will be determined by the Vice President of University Advancement or his/her designee based on generally accepted accounting principles, IRS regulations, and other definitions approved by the Controller.

### **Types of Gifts and Valuation of Gifts**

These are general guidelines. Valuation of gifts will be addressed by the Gift Acceptance Committee for non-cash gifts.

- Gifts may be viewed in three ways:
  - the value of the gift for tax purposes
  - the value of the gift for counting toward University fundraising goals
  - the recognition of the gift (as in gift societies, plaques etc.)
- The value of the gift toward any approved University fundraising goal will, in the majority of cases, be determined by the Campaign Management and Reporting Standards established by the Council for Advancement and Support of Education (CASE).

#### **Exceptions:**

- Campaign commitments will include three distinct types of transactions: Outright Commitment, Irrevocable Planned Commitments and Revocable Commitments
- Each type of commitment will be reported separately
- Revocable commitments will be reported at the declared “face” value for donors of age 70 or donors who will reach the age of 70 during a specified campaign period without regard to size in accordance with the guidelines embraced by the National Committee on Planned Giving. For donors between 50 years of age and 69 years of age, revocable commitments will be reported at the discounted value of the commitment.

All other exceptions must be authorized by the Gift Acceptance Committee in writing.

- Wake Forest University’s receipt for gifts of cash is provided to donors to establish the value of a gift for tax purposes. A confirmation of gifts of “publicly traded securities” stating the securities being donated and the number of shares of said security will be sent to the donor. This letter will state the amount of the gift or pledge payment credit given to the donor in exchange for the gift. In all cases other than gifts of cash or cash equivalents it is the responsibility of the donor to secure independent expert appraisals

to establish tax deductible values, and the valuation of the gift for tax purposes is the responsibility of the donor. The University, as donee, is not regarded as “independent” by the Internal Revenue Service. It is the policy of the University not to pay for appraisals unless the appraisal is for the benefit of the University.

- Cash: gifts by cash, check or credit card will be credited at full face value.
- Pledges:
  - Wake Forest Fund pledges, which are usually unrestricted cash gifts will be accepted if payable over a period of five years or less. The Vice President of University Advancement or his/her designee may make exceptions for large or unusual gifts, at the specific request of a donor, or under other extenuating circumstances at his/her discretion.

Pledges for major gifts (See Appendix A for definition of Major Gifts) will be accepted if payable over a period of up to seven years. The Vice President of University Advancement or his/her designee in consultation with the Executive Vice President may make exceptions for large or unusual gifts, at the specific request of a donor, or under other extenuating circumstances at his/her discretion.

- Major Gift pledges that are not fulfilled within the agreed upon time period must be reviewed by the Vice President of University Advancement in consideration of any applicable fund agreements signed by the donor and the University. In the absence of such an agreement, if the gift total does not reach the specified level and the gift in question does not meet the minimum level to endow a fund within seven years from the date of commitment, the University will make a reasonable effort to spend the gift in a manner that is consistent with the gift’s documented purpose and on a schedule determined by Wake Forest.
- Annual Fund pledges that are not fulfilled within the agreed upon time period are marked as un-honored commitments.
- Advancement will notify the Controller of all changes to previously recorded pledge amounts at least once each quarter.
- Publicly Traded Securities: the University will accept marketable securities as outright gifts or payments toward pledges or life income gifts. Such gifts will be valued at the mean market value on the date of the gift, in accordance with IRS regulations. A confirmation of gifts of “publicly traded securities” specifying the



securities being donated and the number of shares of said securities will be sent to the donor. This confirmation will state the amount of gift or pledge payment credit given to the donor in exchange for the gift.

- Closely Held Securities: securities not traded on an exchange or over-the-counter may be accepted at the discretion of the Gift Acceptance Committee. Any restrictions sought by a donor on the disposition by the University of such securities must receive specific approval of Gift Acceptance Committee. The fair market value of the securities should be determined by independent appraisal obtained by the donor and may be appraised separately by the University.
- Real Property: donors may contribute real estate in the following ways:
  - a) fee interest
  - b) life estates, subject to satisfactory life estate agreement
  - c) life income gift

The fair market value of the property should be determined by an independent appraisal obtained by the donor and may be appraised separately by the University. Property must have a “clear and marketable” title. Easements and/or restrictions must be disclosed (and acceptable to Wake Forest). Title to property contaminated with hazardous waste will not be accepted. Exceptions must have the unanimous approval of the Gift Acceptance Committee or Presidential approval.

The due diligence procedures for accepting gifts of real property are the responsibility of the Executive Vice President and Vice President of University Advancement, in consultation and coordination with other offices and departments of the University (such as, but not limited to the Legal Department or the Real Estate Management Department), as appropriate. After appropriate due diligence has been completed, the Executive Vice President and Vice President of University Advancement will then make a recommendation to the Gift Acceptance Committee to accept or not accept the gift of real property. The Gift Acceptance Committee will then be responsible for recommending acceptance of gifts of real property to the President. Items for consideration: the usefulness of the property for University purposes; the marketability of the property; the existence of any restrictions, limitations or encumbrances. (Due diligence procedures are incorporated here by reference; the Executive Vice President in consultation with the Gift Acceptance Committee, will be responsible for developing such procedures. Due diligence may include testing for hazardous waste and other environmental conditions.)

Gifts of real property are to be made to the Wake Forest Development Foundation whenever possible. For additional guidance on accepting gifts of Real Property consult the office of Planned Giving.

## **Tangible Personal Property**

Gifts of Tangible Personal Property may be counted toward fundraising goals given appropriate documentation. Gifts of tangible personal property of \$5,000 or more require an independent appraisal of fair market value obtained by the donor for tax purposes. All gifts of Tangible Personal Property of \$500 or more also require the completion of IRS document 8283. The University Controller or his/her designate will be responsible for signing form 8283 for gifts of Tangible Personal Property of \$5,000 or more on behalf of Wake Forest. Acceptance of gifts of Tangible Personal Property, as well as approval of any restrictions sought by the donor on the sale, maintenance, administration or display of property donated, is subject to review and approval by the Gifts Acceptance Committee and the head(s) of the appropriate department(s) of the University before the gift can be accepted.

The Gift Acceptance Committee defers acceptance of gifts of Tangible Personal Property valued less than \$5,000 to a joint decision of University Advancement and the accepting department providing the full cost of the acceptance and maintenance can be covered by the department's current operating budget. Acceptance of a gift of art may be reviewed by the Art Collections Advisory Board in conjunction with input from the department chair person or representative that will benefit from the gift. Gifts of books and manuscripts to the Libraries may have the input of the University Librarian. Gifts benefitting the Museum of Anthropology may be reviewed by the Advisory Board's Collections Committee with input for the Museum's Director. Gifts that would cause significant facilities and installation issues must have input of the Executive Vice President. The University reserves the right to dispose of the tangible gifts at any time, in accordance with law, unless otherwise agreed to with the donor.

## **Additional Gift Types**

- **Cryptocurrency** – Wake Forest will accept forms of cryptocurrency that have an equivalent value in real currency or that acts as a substitute for real currency, also known as “convertible virtual currency”. Such forms of cryptocurrency are listed on an exchange and the exchange rate is established by market supply and demand. The fair market value of the virtual currency is determined by converting the virtual currency into U. S. dollars at the exchange rate in a reasonable manner that is consistently applied. Contributions of cryptocurrency will be treated as a contribution of Tangible Personal Property.

Contributions of Cryptocurrency must be converted to US Dollars as swiftly as is practicable. They may not be made in a completely anonymous manner although donors may request anonymity in publications and/or gift announcements. All gifts of cryptocurrency are considered irrevocable upon conversion to US Dollars and may not be refunded.

- **Bargain Sales:** may be accepted with an independent appraisal and other documentation necessary to establish the value of the gift. This should not be confused with the value to the donor for tax deduction purposes.
- **Gifts of Insurance:** before an insurance policy can be recorded as a gift, the policy must be gifted to the University. The University must be an assigned irrevocable beneficiary and owner.
- **Corporate Matching Gifts:** gifts received in cash from organizations or corporations to match gifts of cash or securities by individuals associated with the organization or corporation will be credited to the individual donor's gift record (soft credit) and allocated to the same purpose of the donor's gift, unless corporate rules specify otherwise.
- All life income gifts will be recorded for tracking purposes at both face value and present value. For minimum gift requirements see the Office of Planned Giving.

**Charitable Remainder Trusts:** the establishment of such an irrevocable trust at Wake Forest University or at another trust institution where Wake Forest is the irrevocable remainderman will be credited at the fair market value of the assets received. Such gifts will be reflected on the monthly development reports at face value.

**Charitable Lead Trusts:** for lead trusts that extend five years or less, the face value may be reported; for charitable lead trusts that extend beyond five years, amounts beyond the first five years may be valued both at *remaining* face value (for recognition of the donor) and at discounted present value of the *remaining* income stream (to permit cash flow projections).

- **Bequests:** distributions from estates and trusts received by Wake Forest University will be credited toward the purposes set forth by the relevant documents. Whenever possible, unrestricted Major Gifts, as defined in Appendix A, through estates and trusts will be invested with University endowment funds at the recommendation of the Gift Acceptance Committee and the approval of the Board of Trustees. Gifts that do not qualify as a Major Gift may be allocated at the discretion of the Vice President for University Advancement.

Certain newly established bequests (testamentary pledge commitments) may be counted toward fundraising goals with proper documentation. For donors of age 70 and older, or donors who will reach the age of 70 during a specified campaign period, intended bequests will be valued and recognized at full value. Commitments from

donors between 50 years of age and 69 years of age will be recognized for the full amount of the gift, however, these will be valued according to the donor's actuarial life expectancy. Commitments from donors less than 50 years of age will not be included.

### **Gift Acceptance Guidelines**

Restricted gifts should include language providing Wake Forest University with reasonable flexibility:

(example)

"The Donor and Wake Forest acknowledge that although gifts to an endowed fund are designed to last in perpetuity, it is impossible to anticipate how changing circumstances in the future may impact Wake Forest's ability to comply with all of the provisions of this Agreement. Accordingly, if future developments make it impracticable for Wake Forest to carry out the specific terms of this Agreement, the Board shall have the discretion to redirect the use of the Fund as set forth below. During the lifetime of the Donor, Wake Forest will seek the written consent of the Donor to amend the purpose of the Fund. After the lifetime of the Donor, the Board may use the distributions for such purposes as in its opinion will, to the extent practicable, honor the Donor's desires as expressed in this Agreement and best further the objectives and welfare of Wake Forest."

- Irrevocable gifts, such as trusts, managed by entities such as a bank or foundation outside of Wake Forest University will be accepted and valued in the same way as other gifts to Wake Forest University. Such gifts will appear **only once** in the standard monthly reporting by the advancement office.
  
- No gift will be accepted that would constitute an undue burden on the University. It is the responsibility of the development officers, and other University representatives involved in fundraising initiatives, to work in coordination with the offices of the Provost, Financial Aid, Merit Scholarships and Financial Management to meet this standard. University Advancement will attempt to reach resolution with a given donor, but gifts with the implication of imposing a burden on the University will be carefully examined, and those that cannot be resolved will be referred to the Gift Acceptance Committee for resolution. Examples of gifts that could impose an undue burden on the University include, but are not limited to:
  - gifts of unmarketable securities
  - tangible property with restrictions on its use
  - "matching" requirements
  - commitment to continue a project after a gift has been terminated or exhausted
  - gifts toward construction projects that do not permit the University to fully fund the project, including planning design, construction, FF&E, and ongoing maintenance and repairs

- establishment of a permanent, interest-bearing (endowed) fund when the gift amount is not sufficient to carry out its specified purpose
- to finance and/or administer a project outside the routine functions of the University or outside its mission
- Certain gifts of real estate

### **Return of a Gift**

The University may return a gift to the donor if the Gift Acceptance Committee determines that the gift could cause damage to the University's reputation, standing or integrity through its association with the donor or by using the gift for its intended purpose. Any member of the Gift Acceptance Committee may bring forward to the Gift Acceptance Committee a recommendation to review a previously accepted gift that they deem to be potentially problematic. Reasonable effort will be made among the members of the Gift Acceptance Committee to reach a consensus on actions and recommendations regarding the disposition of a potentially problematic gift. Should the Gift Acceptance Committee be unable to reach consensus, a vote will be taken and the majority position will be the Committee's recommendation to the President, who is ultimately responsible for the acceptance of all gifts to the University.

### **Responsibilities**

The responsibilities of each department or employee of the University in connection with this Gift Acceptance Policy are as follows:

- 1) Development officer and other University representatives involved in cultivation and solicitation must follow procedural clearances for fundraising. All development officers, deans, vice presidents, senior officers, and faculty who are so involved must:
  - read and understand the Gift Acceptance Policy and related policies
  - report gifts and pledges promptly
  - route checks and other monies to Advancement Services promptly
  - understand and use gift and pledge recording forms and systems
  - understand and use prospect tracking systems to maintain accurate and timely prospect status and tracking
  
- 2) Schools, Centers, Institutes, Libraries, and other Academic Units:
  - Director, Department Head, or Dean to communicate the Gift Acceptance Policy and related policies to faculty and staff (an annual distribution is recommended)
  - establish appropriate review procedures to ensure compliance with the Gift Acceptance Policy

- Follow guidelines and procedures set forth in the Wake Forest University Fundraising Approval and Priority Setting Policy.

### 3) University

- recommendations for gift policies and acceptance are the responsibility of the Gift Acceptance Committee
- final responsibility for acceptance of all the gifts rests with the President

### 4) Executive Vice President

- Valuation of gifts and Tangible and Real Property
- Developing due diligence procedures and conducting due diligence for accepting gifts and real property

### 5) Advancement Services

- Gift recording and gift accounting

### 6) University Advancement

- Recommendations regarding the minimum funding levels and naming opportunities
- Updating appendices to the Gift Acceptance Policy as necessary

## Appendix A Definitions

- **Bequest:** a gift through an estate or trust.
- **Budget Augmentation:** an expendable gift made to the University to be used to cover operations and which was not reflected in a given fiscal year's board approved operating budget. Budget augmentation funding is considered additional, or incremental to the fiscal year budget and is typically used to cover one-time costs or purchases.
- **Budget Reducing/Budget Relieving Gift:** an expendable gift made to the University to cover annual operating costs. Such gifts which are made in support of units or departments that are centrally funded (such as the library or student financial aid), reduce the need for the University to allocate tuition and fees to support those operations, and therefore, are considered budget reducing/budget relieving, unless the Executive Vice President and the Provost otherwise agree to designate such gifts for budget augmentation.
- **Cryptocurrency:** Also known as "virtual currency" may take any form of currency that only exists digitally, that usually has no central issuing or regulating authority but instead uses a decentralized system to record transactions and manage the issuance of new units, and that relies on cryptography to prevent counterfeiting and fraudulent transactions
- **Designation Pending:** a term used to describe a gift that is held in a temporary fund while discussions continue with the donor to determine the purpose for which the gift may be used. Designation pending may also be used to hold a gift prior to a University decision as to usage. A gift in designation pending for more than two years will revert to general institutional purposes unless specific arrangements have been made with the donor and the Gift Acceptance Committee has approved.
- **Endowment:** a fund that is not wholly expendable by Wake Forest on a current basis under the terms upon which the fund was established. The minimum required to establish an endowed fund is set forth in Appendix B. The fund is invested "in perpetuity" and a portion of the fund's earnings, based on the spending policy approved by Wake Forest University Board of Trustees, is available to support the fund's purpose. An endowment may be restricted or unrestricted as follows:

- **unrestricted endowment:** an endowment fund from which earnings may be applied at the discretion of the University
  - **restricted endowment:** an endowment fund which earnings maybe applied only for a specific purpose, such as faculty salaries or undergraduate scholarships
- **Expendable Fund:** This Fund is not an endowment and will be spent on a current basis in accordance with the terms set forth in the fund agreement or applicable gift instrument. A named expendable fund can be established for a minimum gift amount as described in Appendix B. Fund agreements are written for named expendable funds. Donor may make additional gifts to the fund; however, when the money in the fund is fully depleted, the fund will terminate. Wake Forest is not required to account for any short term earnings which may result from investment of the fund, and any such earnings may be used to benefit the general fund of Wake Forest.
- **Gift:** a voluntary, irrevocable transfer of cash or other assets to Wake Forest University without consideration of compensation at the time of transfer or any time in the future.
- **Gift-in-Kind:** an irrevocable non-cash contribution of tangible property. It may consist of, but is limited to, equipment, art, books, collectibles, antiques, or other tangible property.
- **Grant:** an allocation of assets to Wake Forest University from a foundation, corporation, or government agency. Usually, a grant is made for a specific purpose, for a defined period of time, and delineated by a formal agreement between the University and the donor. It is usually subject to reporting requirements.
- **Major Gift:** a major gift at Wake Forest is a gift of \$100,000 or more from an individual, organization, foundation, or corporation.
- **Matching Gift:** matching gifts are usually provided by corporations. They are most frequently dollar for dollar, but may be other ratios that match an employee's gift to a non-profit organization. Matches are most commonly found within the Wake Forest Fund but may follow donor intentions should corporate guidelines permit. At Wake Forest, matches may be counted toward gift society memberships. Matching Gifts received may count toward the minimum required contribution level to establish named Endowed or named Expendable Funds. Matching Gifts may not be recorded as a part of a donor's pledge.
- **Planned Gift:** a planned or deferred gift is a commitment established during the donor's lifetime, but whose principal benefits usually do not accrue to the charitable recipient



until some future time. Annuities, gifts of insurance, trusts, and commitment through estate plans are all usually referred to as planned gifts.

- **Pledge:** a signed and dated commitment to make a gift over a specified period, generally two or more years, payable according to terms set by the donor and accepted by the University. During a campaign pledge payments may extend up to seven years. The Vice President of University Advancement or his/her designee in consultation with the Executive Vice President may make exceptions for large or unusual gifts, at the specific request of a donor, or under other extenuating circumstances at his/her discretion.
- **Quasi-Endowment:** a fund that is invested with other University endowments, but whose principal may be spent at the discretion of the University. Although usually unrestricted, quasi-endowment funds may be restricted or unrestricted as to purpose either by the donor or the University. To be designated a quasi-endowment, the fund requires the approval of the University's Board of Trustees or the Investments Policy Committee thereof.
- **Restricted Gift:** a gift made with conditions imposed by the donor; such a gift maybe for current, endowment, or capital use. Burdensome conditions may require the University decline a restricted gift.
- **Unrestricted Gift:** a gift made with no conditions imposed by the donor on spending and may be used by the University for any purpose.
- **Wake Forest Fund:** the organized effort by Wake Forest University to obtain gifts (primary unrestricted) on a yearly basis in support of the annual operating budget. The Wake Forest Fund, the Wake Forest Fund for the College, the Wake Forest Fund for the School of Business, the Wake Forest Fund for the Law School, the Wake Forest Fund for the Divinity School, the Wake Forest Fund for the Library and the Wake Forest Fund for Student Aid, are all components of the overall Wake Forest Fund.

Gifts for the following purposes will be considered the equivalent of unrestricted gifts and applicable to the Wake Forest Fund: current use of scholarships and fellowships; current use support for the libraries.

## **Appendix B Minimum Endowment Levels**

All endowed funds will use the current “spending rate” authorized by the Board of Trustees for a given fiscal year. All endowed funds will use the formal “spending rate” authorized by the board of Trustees for a given fiscal year. Endowed funds must be fully endowed with in 5 years plus a 5 year sliding rule from the last scheduled date of pledge payment.

### **Endowed Student Support**

Full Academic Scholarship	\$1,000,000
Named Scholarship	\$100,000
Named Award	\$100,000

### **Faculty Support**

University Chair	\$3,000,000
<i>Unrestricted support for a Chair permanently associated with the President’s office or one of the University’s Deans.</i>	
Center or Institute Directorship	\$2,500,000
<i>Unrestricted support for a center or institute</i>	
Chair	\$2,000,000
<i>Unrestricted support for a member of the faculty</i>	
Departmental Professorship	\$1,000,000
<i>Unrestricted support for a member of the faculty</i>	
Faculty Fellowship	\$100,000

*Provides a salary stipend to reward a current faculty member or attract a new scholar and/or support the faculty member's summer research and scholarship work*

**Academic Support**

Academic Excellence \$100,000  
*Endowed department fund*

Named Academic Support\* \$50,000

*\*(Exclusive to departmental discretionary funds, including areas of academic focus that operate like academic departments; student life; student programmatic support; and the library)*

**Other Naming Opportunities**

Current Use of Funds

*The minimum amount is commensurate to the distribution of a similar endowed fund for that school or program. For student aid funds directed to a particular school, the minimum pledge term is commensurate with the number of enrollment years required for a student to achieve a degree in that school. The pledge term for all other current use funds will be four years.*

For guidance on naming buildings, spaces, trees, and benches, please consult the Office of the Donor Experience.

(These levels are effective from September 30, 2020)