Bloomsburg
UNIVERSITY
FOUNDATION, Inc.

Policy Manual

Updated and maintained by The Bloomsburg University Foundation

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Bloomsburg University Foundation, Inc.

Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Executive Director, Jerome Dvorak

The Bloomsburg University Foundation, Inc. considers advancement of Bloomsburg University to be its primary goal. The Foundation is an active partner with the University administration and Council of Trustees in the continuous search for financial support.

1. A maximum board of 23 volunteer members includes alumni and business leaders to help guide the Foundation.
2. The Bloomsburg University Foundation is the philanthropic arm of Bloomsburg University. Holding its own non-profit status 501(c)(3), gifts to the Foundation help support programs, services and initiatives to help better the Bloomsburg University campus, students and faculty.
3. A Memorandum of Understanding and Fiduciary Agreement is in place between both entities. (See Policy 1.2 and 1.3)

Overview

The Bloomsburg University Foundation policy manual is designed for use by the Foundation's Governing Board and Staff.

Mission

Policy: 1.0
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Executive Director, Jerome Dvorak

The Bloomsburg University Foundation, Inc. solicits, manages and grows the financial base of support available to Bloomsburg University and distributes resources in accordance with stakeholder intent.

Memorandum of Understanding

Policy: 1.1
Effective Date: August 30, 2010
Last Updated: August 30, 2010
Approved by: Bloomsburg University Foundation Officials, University Officials and PASSHE
Staff Contact: Executive Director, Jerome Dvorak

The Fiduciary Agreement (see Policy 1.3) and the Memorandum of Understanding (MOU) between the University and the Foundation outline what the University does to assist the Foundation, what the Foundation is responsible for doing for the University, and what constraints exist in the Foundation's handling of the University's pre-existing endowment. The MOU verifies the Foundation's independent status, while also detailing its dual status as an affiliated organization and as a component unit as per Government Accounting Standards Board Statement No. 39. The MOU also details the reporting requirements with which the Foundation must comply, certifies that the Foundation is the sole owner of the donor information systems and outlines the operational relationship between the Foundation and the University. This document is effective until June 30, 2015, at which time will be re-evaluated.

Fiduciary Agreement

Policy: 1.2
Effective Date: November 10, 2010
Last Updated: November 10, 2010
Approved by: Bloomsburg University Foundation Officials, University Officials and PASSHE
Staff Contact: Executive Director, Jerome Dvorak

The Fiduciary Agreement and the Memorandum of Understanding (see Policy 1.2) between the University and the Foundation outline what the University does to assist the Foundation, what the Foundation is responsible for doing for the University, and what constraints exist in the Foundation's handling of the University's pre-existing endowment. The Fiduciary Agreement outlines the financial restrictions and requirements of the Foundation with regards to funds raised and invested for the purposes of Bloomsburg University.

Ethics

Policy: 1.3
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Executive Director, Jerome Dvorak

The Bloomsburg University Foundation merits the respect and trust of donors by adhering to the Donor Bill of Rights set forth by the Association of Fundraising Professionals. By adhering to the professional codes established by the Association of Fundraising Professionals and Association of Professional Researchers for Advancement, the Foundation upholds the highest level of ethical standards.

Purpose

Policy: 2.0
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

The purpose of this Policy Manual is to establish internal controls to be used by the Bloomsburg University Foundation staff in operating programs. It was designed for internal use by the Foundation's Governing Board and staff.

Responsibility for Policy Manual

Policy: 2.1
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

The Executive Committee of the Foundation Board will be responsible for the approval of all Policy set forth for the Foundation. The Foundation Operations Team comprised of the Executive Director, Accounting Manager and Director of Advancement Services, will create and maintain Policy as it is relevant to the Foundation. An annual review of the Manual shall take place by the Executive Committee. New policy will be reviewed on an as needed basis.

Distribution of Policy Manual

Policy: 2.2
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

The Policy Manual of the Bloomsburg University Foundation will be available on the Foundation Board of Director's private Intranet site and it will be available to the staff on the Bloomsburg University Foundation Staff private intranet site. It will not be available in print form to minimize update and maintenance efforts.

Confidentiality

Policy: 2.3
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Executive Director, Jerome Dvorak

The Bloomsburg University Foundation, as an independent, private, non-profit organization, will protect our donor information to the fullest extent. Donor information such as name and contact information and information regarding specific contributions will remain confidential within the Bloomsburg University Foundation employees and the Bloomsburg University Administration. Foundation board members, employees, volunteers and University employees should utilize private intranet when exchanging information about constituents for fundraising purposes.

Any donor or volunteer requesting information from The Raiser's Edge will sign a confidentiality statement annually. Information obtained shall be for personal use only (i.e. Acknowledgement letters, mailing lists) and should not be used to solicit donations on behalf of the Foundation. A Statement of Confidentiality may be included at the footer of emails, but will not replace the annual signing of an agreement.

Right-to-Know Requests

Policy: 2.4
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Executive Director, Jerome Dvorak

The Bloomsburg University Foundation is a private, non-profit organization, all Right-to-Know requests for public records, in accordance with Section 703 of Pennsylvania's Right-to-Know law effective January 1, 2009, must be submitted in writing and should identify the records being sought. Requests should be sent directly to the Vice President of Administration at Bloomsburg University.

Gift Acceptance

Immediate Gifts

Policy: 3.0
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

The Bloomsburg University Foundation will not accept gifts which violate Internal Revenue Code requirements or any other federal or state laws. Gifts will not be accepted which will benefit any individual staff member/student or that would jeopardize the non-profit status of the Bloomsburg University Foundation.

Donor information, including name, address and giving information, is considered confidential information and shall not be shared with non-University/Foundation staff. Donors may grant permissions to use selected information for testimonials or marketing purposes.

All gifts may carry their own fund distribution per the donor's request. A donation can also be made in honor or memory of a friend.

1. All gifts by cash, check or credit card shall be accepted by the Bloomsburg University Foundation regardless of amount. The Bloomsburg University Foundation accepts Visa, MasterCard, Discover and American Express. Gifts should come with written documentation indicating the purpose of any contribution.
2. Any cash gift in the amount of $10,000 or greater must be reported to the federal government as part of the Patriot Act. In the event of such a gift, the Bloomsburg

University Foundation Executive Director must be notified in order to complete and file the required documents.
3. All checks shall be made payable to Bloomsburg University Foundation. In no event shall a check be made payable to an individual who represents the Foundation. Checks made payable to anything other than Bloomsburg University Foundation or BU Foundation will be returned to the donor.
4. A receipt or donor acknowledgement letter will be sent within 72 hours after the gift has been processed. Receipts will be sent regardless of the gift amount and should be retained by the donor for tax purposes. The IRS states that it is the Donor's responsibility to get a receipt, however it is our policy that the Foundation will provide them automatically.

Future Gifts

Policy: 3.1
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

1. Pledges may be payable in single or multiple payments. Only under special circumstances will the pledge schedule exceed five years. All donors must complete a pledge form or confirm the pledge in writing for multi-year commitments. Written documentation should include the amount of the pledge, pledge schedule of payment and gift designation.
2. Pledges will be recorded in accordance with Bloomsburg University Foundation's Campaign Guidelines.
3. Bi-weekly payroll deductions for contributions will be offered to all Foundation and University employees.
    a. A payroll deduction form can be obtained from the Gift Processor at the Foundation or on the Foundation website.
    b. A payroll deduction form must be submitted to specify what area of the University the contribution will benefit and the total amount of the pledge or the amount of a bi-weekly deduction.
    c. All pledges are reviewed on an annual basis. The Gift Processor will contact each donor near the anniversary of their gift to determine if they would like to change their fund designation or their contribution amount.
4. Pledges may be paid by any of the Immediate Gift methods (see Policy 3). If a donor chooses to pay their contribution through their credit card, regular payments can be made on the 1st or 23rd of each month. Donors wishing to make payments to their pledge via their bank account will be processed on the 15th of each month. All bank and credit card information is kept secure and is stored within Payment Card Industry (PCI) compliance standards.
5. Reminders for all pledges are generated monthly and indicate the Pledge Date, Amount, Designation and Total Due. A business reply envelope is included for ease of return.

6. Efforts are made to encourage donors to fulfill pledged amounts at the end of the fiscal year. Any annual pledges not paid will be written off. See Policy 4.1 for write off information.

Publicly Traded Securities

Policy: 3.2
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

1. Readily marketable securities, such as those traded on a stock exchange, can be accepted by the Bloomsburg University Foundation.
2. Donors should notify the Bloomsburg University Foundation that a stock transfer is taking place so proper credit can be given to the donor. See Policy 3.4.
3. Immediately upon receipt, the securities will be evaluated by the finance committee and a determination made to hold or sell, whatever is deemed in best interest to the foundation. The value of the securities is the average of the high and low selling prices on the date the donor relinquished dominion and control of the assets in favor of the Foundation.

Closely Held Securities

Policy: 3.3
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

1. Non-publicly traded securities may be accepted after consultation with the Foundation Executive Director.
2. Prior to acceptance, the Bloomsburg University Foundation shall explore methods of liquidation for the securities through redemption or sale. A representative of the Bloomsburg University Foundation shall try to contact the closely held corporation to determine:
    a. Any estimate of fair market value
    b. Any restriction on transfer
3. No commitment for repurchase of closely held securities shall be made prior to completion of the gift of the securities.
4. Gifts of closely held stock exceeding $10,000 in value will be reported at the fair market value placed on them by a qualified independent appraiser. The appraiser will be mutually agreed upon. The donor may be asked to pay for all or a portion of the appraisal cost, and appraisals completed more than 60 days prior to the gift date will not be considered qualified for charitable deduction purposes.
5. Gifts of $10,000 or less will be valued at the per-share cash purchase price of the most recent redemption. If no redemption has occurred, an independent certified public accountant who maintains the books for a closely held corporation may value the stock of the corporation. The donor may be asked to pay for all or a

portion of the appraisal cost and appraisals completed more than 60 days prior to the gift date will not be considered qualified for charitable deduction purposes.

Stock Transfer Instructions

Policy: 3.4
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Accounting Manager

Donors wishing to make contributions via domestic wire transfer, electronic fund transfer or securities should contact the Bloomsburg University Foundation Accounting Manager.

Real Property/Estate

Policy: 3.5
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

1. Gifts of real estate must be reviewed by the Finance Committee of the Bloomsburg University Foundation before acceptance.
2. Donor is responsible for obtaining a recent appraisal of the property by a certified real estate appraiser in the region where the property is located. The cost of the appraisal is borne by the donor.
3. Prior to presentation to the Finance Committee, a member of the staff must conduct a visual inspection of the property. If the property is located outside of Columbia or Montour Counties, Pennsylvania, a local real estate broker can substitute for a member of the staff in conducting a visual inspection.
4. Due to expense associated with gifts of real estate, only gifts in excess of $100,000 will be accepted.
5. Prior to presentation to the Finance Committee, the donor must provide the following documents:
    a. Real estate deed, including the legal description, showing ownership
    b. Copy of real estate tax bill
    c. Plot plan
    d. Substantiation of zoning status
    e. An environmental assessment may be required for gifts of certain real estate
6. Depending on the value and desirability of the gift, the donor's connections with the Bloomsburg University Foundation and the donor's past gift record, the donor may be asked to pay for all or portion of the following:
    a. Maintenance costs
    b. Real estate taxes
    c. Insurance
    d. Environmental Assessment

The donor must submit the IRS Form 8283 to the Bloomsburg University Foundation. The signature of the Executive Director will be obtained, as well as from the appraiser, and the form will be returned to the donor along with the tax receipt.
If the donated property is sold within three years of the gift date, the Foundation must file IRS Form 8282 with the IRS and the donor within 90 days of disposition.

The value of the gift is the appraised value of the real estate.

Personal Property

Policy: 3.6
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

Gifts of tangible personal property to the Bloomsburg University Foundation should have a use related to the Bloomsburg University Foundation's exempt purpose.

1. Gifts of service are not tax deductible. This includes legal and accounting-type services as well as newspaper and radio advertising. Also, rooms provided by hotels and bed and breakfast establishments are not tax deductible. Supporters will be recognized in the report of annual giving at the level indicated by the constituent; however, a receipt will not be provided since the gift is not tax-deductible.
2. Gifts of jewelry, artwork, collections, equipment, and software shall be accepted after the approval by the Finance Committee.
3. Such gifts of tangible personal property defined above shall be donated to Bloomsburg University or used by or sold for the benefit of the Bloomsburg University Foundation. Property donated to the Bloomsburg University Foundation may also be otherwise disposed of. Use and disposition of gifts-in-kind are at the sole discretion of the Bloomsburg University Foundation.
4. No property which requires special display facilities, insurances, security or delivery measures shall be accepted by Bloomsburg University Foundation without consultation with the Finance Committee and the Executive Committee of the Foundation Board.
5. IRS requirements for gift substantiation note that the donor has the responsibility for valuing property for tax deductions purposes. The donor is responsible for the cost of the appraisal. Depending upon the anticipated value of the gift, the Bloomsburg University Foundation may also have a qualified outside appraiser value the gift before accepting it.
6. Donors who contribute gifts of tangible personal property of $500 or more are required to complete the appropriate parts of Form 8283, and attach it to his or her tax return. The Bloomsburg University Foundation Accounting Manager provides Form 8283 to the donor in early January following the year the gift is received. Form 8283 is not required for gifts of service since they are not tax-deductible. Businesses are not required to complete Form 8283, only individual donors.

7. Gifts of less than $5,000 may be reported at the fair market value declared by the donor. Gifts exceeding $5,000, as a single item or group of similar items, require a formal appraisal, and will be counted at the fair market values placed on them by qualified independent appraisers, as required by the IRS for valuing non-cash charitable contributions. The donor is responsible for the cost of the appraisal.
8. The Bloomsburg University Foundation adheres to all IRS requirements related to disposing of gifts of tangible personal property within two years if it is not related to our mission and filing the appropriate IRS forms.

Deferred Gifts

Policy: 3.7
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

The Bloomsburg University Foundation encourages the following planned gift options:

1. Bequests – A provision in a donor's will to give assets to the Bloomsburg University Foundation when the donor dies. Some donors may use a revocable or living trust as their estate document to make a similar distribution. In either case, the donor may opt to remain anonymous, but we will encourage donors to allow us to use their name when recognizing gifts. Bequests can be for a specific dollar amount or a percentage of the donor's net estate.
   a. Sample bequest language will be advertised to donors to ensure they use the correct legal name of the Foundation in their estate documents.
   b. Bequests may be designated to a specific scholarship or program, or remain unrestricted. Executors of estate gifts may be contacted if the gift designation does not meet the present or future mission and needs of the University.
   c. We will seek to obtain a signed Estate Gift Intention Form from the donor and/or a copy of the provision from their will.
   d. All unrestricted bequests received by the Foundation will reviewed by the Finance Committee. All revenues from the fund will accrue to it, and the Finance Committee and the Board of Directors of the Foundation will have discretion to spend either a part or all of the earnings, or part of the principal.
   e. The BUF may require that bequests be made effectively "irrevocable" by the donor signing a binding pledge, if, for example, the donor wants naming recognition now.
2. Charitable Gift Annuities (CGAs) – The most popular form of life-income gift arrangement. The Bloomsburg University Foundation offers both Immediate and Deferred CGAs.
   a. Immediate: An irrevocable contract by which a donor makes a gift now and receives guaranteed fixed payments for life. Payments may be much higher than returns on low-earning securities or CDs, and thus may be an attractive option for many donors.

      i. The minimum age to establish an immediate gift annuity with the Bloomsburg University Foundation is 70.
      ii. The minimum amount to establish a gift annuity with the Bloomsburg University Foundation is $10,000.
      iii. There shall be no more than two beneficiaries on a charitable gift annuity.
      iv. The Bloomsburg University Foundation follows the American Council on Gift Annuities suggested rates.
   b. Deferred: An annuity whereby payments to the donor do not begin for a specific period of time. Because of the delay of payments, a deferred gift annuity offers donors a higher payout rate than an immediate-payment gift annuity.
      i. The minimum age to establish a deferred gift annuity is 30, and payments must be deferred to at least age 70.
      ii. The minimum gift accepted to establish a deferred gift annuity is $10,000.
      iii. There shall be no more than two beneficiaries on a deferred gift annuity.
      iv. The Bloomsburg University Foundation follows the American Council on Gift Annuities suggested rates.
3. Trusts – We will encourage donors, when appropriate, to establish trusts to benefit the Bloomsburg University Foundation, or to include the Bloomsburg University Foundation in their existing estate trusts. Various trust options exist, and several of them are outlined below.
   a. Charitable Remainder Trust (CRT)
      i. Charitable Remainder Unitrust (CRUT or Standard CRUT) - The trust pays a fixed percentage of the fair market value of the assets, as valued each year, back to the donor or other named beneficiaries for their lifetimes or for a period of years. Then at the end of the trust, the remainder comes to the Bloomsburg University Foundation (and potentially other named non-profits). Though the payment percentage back to the donor is fixed, their income from the trust is likely to vary each year as the trust's assets increase or decrease in value.
         i. Additional contributions may be donated to the trust by the donor after the initial creation of the trust to increase the trust's value.
         ii. The payment percentage is usually 5% (sometimes slightly more, i.e. 6%). Since selecting a lower payment (and/or a shorter trust term) will produce more predictable performance, we will guide donors to select practical and moderate provisions.
         iii. While it is allowable by law in many cases for a non-profit beneficiary to act as the trustee for a trust, several trust vehicles require sophisticated administrative resources to take on that responsibility, so the Bloomsburg University Foundation will review any requests of this nature on a case-by-case basis. In any case where the Bloomsburg University

Foundation will serve as trustee, the Bloomsburg University Foundation will require the donor to include the Bloomsburg University Foundation as the irrevocable beneficiary of the trust.

ii. Net-Income Charitable Remainder Unitrust (NICRUT) - Operates like a standard CRUT, except the income back to the donor is the lesser of the stated percentage or the actual trust income. Both NICRUTs and NIMCRUTs can be useful vehicles for donors who wish to contribute non-income-producing real estate or other difficult-to-value assets.

iii. Net-Income with Make-up Charitable Remainder Unitrust (NIMCRUT) - Operates like a NICRUT, but for years where income paid by the trust is less than the stated percentage, that income can be made up in years where income earned by the trust is greater than the stated percentage (and this requires very sophisticated accounting by the trustee).

iv. Flip Unitrust - A vehicle whereby a trust operating as a NICRUT or a NIMCRUT (regarding payments back to the donor) then converts into a Standard CRUT upon the occurrence of a triggering event, i.e. the sale of a parcel of real estate held by the trust.

v. Charitable Remainder Annuity Trust (CRAT) - Operates like a CRUT, but the income payment is fixed (it is a fixed percentage of the initial fair market value of the assets, not revalued each year like a CRUT).

b. Charitable Lead Trust (CLT) - A vehicle which coordinates the opposite payout arrangement of a CRUT or a CRAT, so that the income stream during the donor's lifetime or for the term of years comes to the Bloomsburg University Foundation, then at the end of the trust the remaining assets are returned to the donor or other people designated by the donor. The donor's family can often receive more from an estate plan containing a family lead trust than they could from an outright bequest from the donor, because gift and estate taxes are greatly reduced or avoided.

4. Retirement Plan gifts - Lifetime gifts or estate distributions.
   a. Lifetime gifts: Donors may make gifts of lifetime withdrawals from 401(k), IRA, or other retirement plans to the Bloomsburg University Foundation, or may make direct disbursements to the Bloomsburg University Foundation from their retirement plans.
      i. Donors should be advised to check with their tax advisors to determine the tax benefits, since legislation regarding this (especially IRA distributions) is in flux.
   b. Estate distributions: An arrangement by which the donor directs remaining retirement plan assets to the Bloomsburg University Foundation upon their death. This designation is revocable, and the donor can opt to designate part or all of the plan assets to the Bloomsburg University Foundation. When notified of a gift of this nature, we will seek to obtain a copy of the designation form.
5. Life Insurance - Estate contributions or lifetime gifts.

a. Estate contributions: Donor names the Bloomsburg University Foundation as the primary or contingent beneficiary of their life insurance policy.
    i. Beneficiary designations are revocable, and the donor does not receive an income tax deduction, but they will avoid estate tax on the proceeds.
b. Lifetime gifts: Donor makes the Bloomsburg University Foundation the irrevocable owner and sole beneficiary of the policy.
    i. If the donated policy still requires premium payments, the Bloomsburg University Foundation will need to pay them to keep the policy in force (to collect the full death benefit in the future), or the Bloomsburg University Foundation may opt to sell or surrender the policy at any time.
    ii. The donor can make outright gifts to the Bloomsburg University Foundation to pay the premiums.
c. If the policy is paid up, the values of the gift for the Bloomsburg University Foundation's gift crediting and accounting purposes is the cash surrender values on the date of the gift. If the policy is partially paid up, the value of the gift for Bloomsburg University Foundation's gift crediting and accounting purposes is the policy's cash surrender value. (Note: For IRS purposes, the donor's charitable income tax deduction is equal to interpolated terminal reserve, which is an amount slightly in excess of the cash surrender value. Pub 535)

Credit Date of Gifts

Policy: 3.8
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

Gifts are received through the United States Postal Service and by donors dropping off their contributions to the Bloomsburg University Foundation offices. The date used by the donor for tax purposes is at the discretion of the donor. Gifts are processed twice daily by the Gift Processor and the process date is the day the Foundation received the gift. This differs slightly at the end of the fiscal and calendar year when credit is given to donors that have mailed their contribution and has a post mark prior to the start of the next month.

Online donations are also accepted via bloomufdn.thankyou4caring.org. The date used to process those transactions is the date the donor made the online contribution. Process date may differ from actual date of gift.

Campaign Counting

Purpose

Policy: 4.0
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

The purpose of the Counting and Reporting Policy for the Bloomsburg University Foundation is to define how outright gifts, pledges, irrevocable and revocable deferred gifts will be counted and reported during the campaign period. The campaign priorities and goal will be determined after case studies and shall be determined no later than fiscal year 2014.

Methodology

Policy: 4.1
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

It is important to clarify the differences in counting and reporting, which are measures of fundraising, from accounting guidelines, which follow the principles established by the Financial Accounting Standard Board (FASB). In general, counting and reporting are terms used by development offices to track all of the gifts, pledges and deferred gifts that are received during a specified period towards a specific fundraising goal. The intent of counting and reporting is to reflect the total impact of fundraising efforts by representing all gifts, pledges and deferred gifts at their face value.

Fundraising amounts represented in Bloomsburg University Foundation's financial statements follow FASB guidelines, which discount the face value of gifts and pledges based on IRS discounting methodologies for determining the present value of future receipts. This is not a measure of fundraising effort, but a measure of the future value of a gift.

Additional sources for establishing Bloomsburg University Foundation's counting and reporting policy were developed in consultation with the Council for Advancement and Support of Education's (CASE) Management and Reporting Standards, Fourth Edition, and the National Committee on Planned Giving's (NCPG) Guidelines for Reporting and Counting Charitable Gifts, 2005. CASE's guidelines were primarily followed for outright gifts and pledges, and NCPG's guidelines for deferred gifts.

CASE is the primary outlet for reporting campaign totals to a larger audience. Any variance in the methodology adopted by Bloomsburg University Foundation from CASE is noted accordingly within the specific gift, pledge or deferred gift type.

Outright Gifts

Policy: 4.2
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

1. **Cash, Checks and Credit Cards -** Cash, check, and credit card gifts are counted at face value on the date the Bloomsburg University Foundation processes the gift. The date on which Bloomsburg University Foundation processes cash, check and credit card gifts is not necessarily the date of gift for the donor's tax purposes. It is the responsibility of each donor to maintain accurate records of the date of gift. Donors should not rely on our gift receipt for such proof.
2. **Assignments of Income** - Assignments of income for services rendered (e.g., speaker's fees) will be counted at the gift's face value. Legal credit for tax purposes will be assigned in accordance with IRS guidelines. Recognition credit will be given to the person directing the assigned income to Bloomsburg University Foundation.
3. **Auctions and Other Special Events** - Gifts of tangible personal property to be sold at auction shall be counted at full market value based on either information supplied by the donor or, in the absence of such, by Bloomsburg University Foundation. Gifts with fair market values exceeding $5,000 shall be counted at values placed on them by a qualified independent appraiser.
4. **Closely Held Stock** - Gifts of closely held stock that exceed $10,000 in value are reported at the fair market value placed on them by a qualified independent appraiser and recorded on IRS Form 8283. Closely held stock that is $10,000 or less will be valued at the per-share cash purchase price of the most recent transaction or by another method at the discretion of the Finance Committee of the Bloomsburg University Foundation board.
5. **Gifts-in-kind (Other Than Real and Personal Property)** - Any non-cash gift, other than property (real or personal) or materials of long-lived assets are reported at their fair market face value.
    a. Deep discounts or bargain sales - The discounted amount of a product bought at a non-routine "deep discount" or "bargain sale" will be counted at the face value of the discounted amount.
    b. Royalties - Payments received as royalties from patents or other property not owned by Bloomsburg University Foundation are counted at the face value of each payment received. Royalties from vendor affinity agreements, such as alumni credit card programs, are exchange transactions and are not countable.
    c. Gifts of gas, oil and mineral rights - Gas, oil, or mineral facilities are counted at their readily determinable face (fair market) value. Gifts of

royalties from facilities not owned by Bloomsburg University Foundation are counted at the face value of each received payment.

d. Services - The value of a person's or organization's time or service does not qualify for a charitable deduction and is not counted. Persons or organizations that bill Bloomsburg University Foundation for a service or product may donate the payment back to Bloomsburg University Foundation for credit, which is counted at face value.
e. Software, hardware and maintenance agreements - Gifts of software and hardware that qualify as a charitable donation under the laws of the appropriate tax authority, and with an established retail value, are counted at the educational discount value (if one exists) or the fair market value. Maintenance agreements are contributed services and not goods. They are therefore not counted.

6. **Marketable Securities -** Marketable securities are counted at the average of the high and low selling price on the day the donor relinquished dominion and control in favor of Bloomsburg University Foundation. If there are no trades on the gift date, the fair market value is the average of the high and low selling price on the trading day before and after the date of the gift.
7. **Matching Gifts** - Matching gifts received from companies and foundations are counted at the face value of the gift. Potential matching gifts (claims) are not counted and should never be considered as a way to fulfill an individual's pledge to Bloomsburg University Foundation.
8. **Real and Personal Property (Other Than Gifts-in-kind) -** Gifts of real and personal property which qualify for a charitable deduction are counted at their full fair market value. Gifts of real estate and personal property must be reviewed by the Finance Committee of the Bloomsburg University Foundation before acceptance. Caution should be exercised to ensure that only those gifts that are readily convertible to cash or that have actual value to Bloomsburg University Foundation are counted at their full fair market value. Gifts with fair market values exceeding $5,000 are counted at the values placed on them by a qualified independent appraiser as required by the IRS for valuing non-cash charitable contributions. Gifts of $5,000 or less are reported at the value declared by the donor or a qualified expert on the faculty or staff of Bloomsburg University Foundation or some other method at the discretion of the Executive Committee of Bloomsburg University Foundation.
    a. **Real Property -** Also called "real estate" or "realty," real property includes land and any buildings or natural resources on that land.
    b. **Personal Property** - Anything other than real property that is subject to personal ownership. Examples include: cars, boats, aircraft, equipment, software, printed materials, patents, food or other items used for hosting dinners, gas or oil wells, collections of art, copyrights of cultural, artistic, and other literary works, and computer software under development.

Commitments

Policy: 4.3
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

1. **Pledges -** Pledges that are legally enforceable and unconditional will be counted at the face value of the five year pledge payment income stream for both public reporting purposes and to CASE.
2. **Statements of Intent -** Statements of Intent are non-binding agreements between an individual and Bloomsburg University Foundation. They are not legally enforceable and therefore are not carried on the Foundation's financial statements. The main reason for creating a Statement of Intent arises when an individual may recommend a grant from a donor advised fund for Bloomsburg University Foundation. Statements of Intent will be counted at the face value of the agreement for public reporting purposes. They will not be reported to CASE.
3. **Pledge Fulfillment -** The IRS does not permit a donor to satisfy his or her outstanding pledge through a gift from a donor advised fund, therefore a Statement of Intent should be created to differentiate between a legally enforceable pledge and a non-binding, not legally enforceable Statement of Intent.

   Similarly, a donor cannot satisfy his or her outstanding pledge through a matching gift.

   Pledges not paid within the defined time period will be evaluated on an annual basis and campaign totals will be adjusted accordingly.
4. **Endowment Agreement -** If a donor wishes to establish an endowment, (permanent gifts to the University that will produce an income stream to support the University as appropriate.), an endowment agreement shall be completed. Endowed funds begin at $25,000. A donor has five years to reach the endowed level. A spending policy for foundation funds will be based on the market value of endowed accounts including scholarship endowments for the previous fiscal year. A percentage will be made available to fund specific programs and activities in any given year. Currently, the spending policy is set at 4%; this percentage is evaluated annually by the finance committee and may be revised to reflect an appropriate amount based on investment returns.
5. **Early Scholarship Activation -** A donor may choose to activate the scholarship award early if a contribution agreement is signed to achieve the endowment level. An additional contribution is necessary to establish this and will not be taken out of the principal of the endowment contribution. The early scholarship award amount must be equal to the current spending policy (4%) of the endowed level or a minimum of $1,000.

Irrevocable Deferred or Planned Gifts

Policy: 4.4
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

1. **Charitable Gift Annuities** - Gifts made in exchange for a charitable gift annuity shall be counted at the face value of the asset transferred for public reporting purposes and at the discounted present value to CASE. Recognition for such gift will be given at 50% of the face value.
2. **Charitable Lead Trusts** - Gifts from charitable lead trust shall be counted at face value of the five year pledge payment income stream for both public reporting purposes and to CASE. Should the lead trust have future distributions for Bloomsburg University Foundation and the initial lead trust pledge has been fulfilled, then an additional pledge will be counted at face value of the five year pledge payment income stream or the remainder of the years in which will trust will be distributed, whichever is less.
3. **Charitable Remainder Trusts** - Gifts made to establish charitable remainder trusts, which irrevocably name Bloomsburg University Foundation as a remainder beneficiary, are counted at face value for public reporting purposes and at the discounted present value to CASE. Where Bloomsburg University Foundation is not the sole beneficiary of the CRT, only the percentage directed to Bloomsburg University Foundation will be counted for both public and internal purposes. The same counting standards apply whether Bloomsburg University Foundation or an external firm serves as Trustee.
4. **Life Insurance** - Irrevocable gifts of life insurance policies are counted at their Interpolated Terminal Reserve Value if and only if Bloomsburg University Foundation has been named both owner and beneficiary of the policy. The Interpolated Terminal Reserve Value must be obtained from the issuing insurance company or a qualified insurance appraiser.

   If a donor names Bloomsburg University Foundation as beneficiary of a policy but does not irrevocably transfer ownership of the policy, the donor has not made a current gift. Such a donor will receive gift credit only after Bloomsburg University Foundation receives the death benefit.

   Bloomsburg University Foundation may accept an irrevocable gift of ownership of certain types of life insurance policies, including existing paid-up policies, existing policies that are not fully paid-up, and new policies. Bloomsburg University Foundation will not accept ownership of term policies, which have no current value, or group life policies, for which ownership may not be transferred.

   Acceptable gifts of life insurance will be counted as follows:

   a. **Existing Policies –**
      a. **Paid-up -** Paid-up life insurance policies irrevocably given to Bloomsburg University Foundation where no future premiums are

payable will be counted at their Interpolated Terminal Reserve Value on the date of the gift. Such policies will be counted at face value as well as present value for internal purposes.

    b. **Not Fully Paid Up** - A life insurance policy that is not fully paid-up on the date it is irrevocably given to Bloomsburg University Foundation will be counted at the Interpolated Terminal Reserve Value on the date of the gift, if given during the campaign. Additionally, where the payment of premiums is pledged over a five-year period, the value of such premiums will be counted in campaign totals.

  b. **New Policies** - When a donor establishes a new life insurance policy and names Bloomsburg University Foundation as the irrevocable owner and beneficiary, the gift has no current value and is thus not campaign countable. However, where a pledge is secured for premiums to be paid by the donor over a five-year period, the value of such premiums will be counted in campaign totals.
  c. **Realized Death Benefits** - When Bloomsburg University Foundation is owner and beneficiary or simply the beneficiary of a policy and the death benefit is realized during the campaign period, the insurance company's settlement amount will be counted in campaign totals, less any amounts previously counted.

5. **Life Estate Gifts** - Irrevocable gifts of remainder interests in personal residential property where the donor reserves a life estate in the property are counted at the fair market value of Bloomsburg University Foundation's remainder interest in the property for public reporting purposes. These gifts are counted at their discounted present value for CASE.
6. **Realized Planned Gifts** - A realized planned gift will fall into one of two categories: those not previously counted as expectancies and those that were previously counted as expectancies.
    a. **Realized Gift from Expectancy Not Previously Counted** - Realized planned gifts not previously counted as expectancies are counted at the face value of the gift upon receipt. If other than cash, they are counted at fair market value upon receipt.
    b. **Realized Gift from a Previously Counted Expectancy** - When planned gifts that were previously counted as expectancies are realized the amount counted will be adjusted for any variance.
7. **Split Interest Trusts** - Gifts made to create a split interest between a third-party beneficiary and Bloomsburg University Foundation are counted based on the contingencies established in the trust. If Bloomsburg University Foundation retains a remainder interest at the end of the trust, then the face value of that interest is counted for public reporting purposes and the discounted present value is reported to CASE. Any subsequent payments received from the trust are not counted in fundraising totals, but recorded directly to Bloomsburg University Foundation's financial systems.

   If Bloomsburg University Foundation does not have a remainder interest but ultimately receives payments during the life of the trust, then the payments are counted at face value for public reporting purposes and CASE.

8. **Wholly Charitable Trusts Administered by Others** - For public reporting purposes, gifts benefiting Bloomsburg University Foundation from a wholly charitable trust administered by an external fiduciary are counted at the face value of Bloomsburg University Foundation's interest, or fair market value where the assets are non-cash, provided that Bloomsburg University Foundation has an irrevocable right to all or a predetermined portion of the proceeds of the trust.

   Distributions from trusts such as this are not counted in fundraising totals, but are recorded as endowment income in Bloomsburg University Foundation's financial systems.

Revocable Deferred or Planned Gifts

Policy: 4.5
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

Planned Gift Expectancies are revocable deferred gift commitments from individuals and include bequests in wills, charitable gifts in trusts, charitable remainder trusts where Bloomsburg University Foundation is a revocable beneficiary, beneficiary designations in life insurance policies that Bloomsburg University Foundation does not own, and beneficiary designations from IRAs and qualified retirement plans.

Planned Gift Expectancies are counted at face value, regardless of the donor's age. For public reporting purposes, the Planned Gift Expectancies will be reported as a separate goal of the campaign.

Although certain Planned Gift Expectancies can theoretically be irrevocable, they are rare. If irrevocable, such gifts are reported to CASE based on the IRS's monthly published discount rate for life expectancy tables for annuities.

For a Planned Gift Expectancy to qualify as campaign countable, certain minimum documentation must be obtained. Bloomsburg University Foundation must have either, but preferably both, of the following:

1. documentation signed by the donor describing the Planned Gift Expectancy, including a credible estimate of value when the commitment is made and any terms or contingencies on the gift (often termed a "Bequest Intention Letter" or "Estate Intention Letter");
2. or, a copy of the relevant provision of the legal instrument establishing the Planned Gift Expectancy, such as a copy of the will or trust provision, a copy of the IRA beneficiary form, or a copy of the beneficiary form for a qualified retirement plan.

Planned Gift Expectancies which are contingent upon the happening of a certain event may not qualify for campaign counting, particularly if there is a substantial likelihood no gift will result for the benefit of Bloomsburg University Foundation. The decision to count these types of gifts towards the campaign goal will be made at the discretion of the campaign managers after investigation of the circumstances of the estate.

Example of a Contingent Planned Gift Expectancy – Not Campaign Countable

- A will or trust provision directs all of donor's assets to multiple living descendants, and then to Bloomsburg University Foundation if no descendants survive.

Beyond newly solicited and accepted Planned Gift Expectancies, there are a variety of ways that potentially countable Planned Gift Expectancies might develop during the course of the campaign.

Examples of Newly Countable Planned Gift Expectancies

1. Bloomsburg University Foundation had no previous knowledge of the expectancy, but during the campaign learns about and properly documents it.
2. Bloomsburg University Foundation knew about the expectancy prior to the campaign but did not have sufficient documentation. During the campaign, Bloomsburg University Foundation acquires sufficient documentation.
3. Bloomsburg University Foundation knew about the expectancy and had sufficient documentation prior to the campaign, but failed to properly record or report the expectancy.
4. Bloomsburg University Foundation recorded, reported and documented the expectancy prior to the campaign. During the campaign, Bloomsburg University Foundation learns that the anticipated amount has increased and this increase is supported by sufficient documentation. The increase may be counted.

Transactions Not Counted

Policy: 4.6
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

1. Advertising revenue
2. Alumni membership fees and/or dues
3. Appraisal costs
4. Contract revenues, including sponsored research funds
5. Contributed services or valued time
6. Earned income, including transfers from medical practice plans or other money-earning programs or businesses affiliated with the institution.

7. Governmental funds, whether local, state (including state matching grants), federal, or foreign
8. Investment earnings on gifts
9. Monies received as result of exclusive vendor relationships
10. Proceeds from routine sale of merchandise
11. Royalties from affinity agreements, including credit cards
12. Sales tax on the purchase of goods
13. Tickets purchased at fair market value or the face value of the ticket
14. Tuition payments
15. Any gifts or pledges that already have been counted in a previous campaign, including a deferred gift realized during the campaign reporting period
16. Gifts directly to social organizations such as sororities or fraternities, unless the gift supports an Bloomsburg University Foundation building fund for the benefit of that organization

Campaign Reporting Information

Policy: 4.7
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

1. **Campaign Time Frame -** The Campaign beginning and end dates are determined by the Foundation Board. The dates for the public phase of the campaign will also be determined by the Foundation Board.
2. **Gift Designations** - All gifts received by Bloomsburg University Foundation shall indicate a gift designation, via a Statement of Intent or notation accompanying the gift. Contributions that do not have a designation shall be recorded as undesignated contributions.

   Campaign Totals - Bloomsburg University Foundation will report the campaign totals listed below:

   The grand total of 1 and 2 below will be considered the public campaign total.
   The grand total of 1 and 3 below will be considered the CASE reporting total.

   1. The total of outright gifts and pledges received, reported at face value and payable within the campaign period and post-campaign accounting period.

   2. The total of irrevocable and revocable deferred commitments, reported at face value, which will be received at an undetermined time in the future.

   3. The total of irrevocable deferred commitments, reported at present value, which will be received at an undetermined time in the future.

3. **Special Circumstances** - None of the reporting and counting policies for Bloomsburg University Foundation are so rigid as to preclude exceptions for special circumstances at the discretion of the Executive Director of the Bloomsburg University Foundation. All exceptions not delineated in the above document will require written authorization by the Executive Director and a Board Officer.
4. **Gift Recognition** - Recognition for gift or a combination of gifts may differ from what is being reported. Matching gifts may be credited to the individual that initiated the gift as opposed to the company. A combination of gifts (planned gift/cash; outright cash/pledge) may be used to obtain a particular recognition level.

Gift Refund

Policy: 5.0
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

In the rare instance that a donor requests a refund of their charitable contribution, the Bloomsburg University Foundation will:

1. Request the donor to return their original gift receipt so long as the contribution was made in the same calendar year.
2. The Accounting Department within the Foundation will issue an IRS 1099 form identifying the payment as income to the donor. This form would only need to be issued if the contribution was made in a previous calendar year or if the donor has not returned the original gift receipt.
3. Refunds can only be requested if it is within the same calendar year and will depend on the amount of the contribution.
4. Any returns to credit card donations will be credited to the same card as charged or will be issued a check.
5. Special exceptions can be made and will be determined by the Finance Committee and Executive Director.

Pledge Write Off

Policy: 5.1
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

Foundation staff will make every effort to collect on all pledges made to the Foundation. Pledges are collected in two main ways: Phonathon & Personal Solicitations

1. Phonathon – student callers secure verbal pledges from donors over the phone. A reminder is sent the following day the donor makes the pledge indicating the amount and pledge date. If unpaid, a second reminder is sent after one month.

Donors are sent a final pledge reminder after one more month. If the pledge remains unpaid, the list will be evaluated by the Associate Director of Annual Giving for further contact. If unpaid by the end of the fiscal year, the pledge will be written off.

2. Personal Solicitations – donors will set a pledge schedule with their assigned solicitor. Pledge reminders will be sent at intervals determined by the donor. If the pledge remains unpaid after three months of a reminder being sent, the assigned solicitor will contact the donor to determine next steps. Write offs may occur, but is less frequent than annual giving pledges.
   The Accounting Manager and Director of Advancement Services will determine which pledges need written off. A rolling 90 days will serve as a base for evaluation. Any individual pledge write off over $1,000 shall be approved by the Executive Director.

Accounting and Financial Management

Determining Funding Priorities

Policy: 6.0
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Executive Director

The Bloomsburg University Foundation determines its funding priorities based on direction from Bloomsburg University. Specifically, how Foundation and Development staff focus their efforts and guide donors is driven by the University's Strategic Plan and other priorities as established by the University President. However, it is important to understand that, upon acceptance of a donor's gift, that donor's wishes must be upheld, regardless of whether the gift falls within the University's priorities.

Priority in raising funds is always given to unrestricted support. When donors prefer to donate restricted gifts, priority is given to asking them to provide support to a broad academic or programmatic area (such as scholarships, a College, or athletics.) Finally, if the donor wishes to support a more narrow area of interest, such as a department or specific program, solicitors will discuss options based on the University's Strategic Plan and other priorities that have been established by the University's Trustees, the President and the Executive Staff.

Solicitors must always keep in mind that it is ultimately the donor's choice of where to direct a gift. The Bloomsburg University Foundation reserves the right to decline a gift if it does not meet the mission of the institution or if it is not in the best interests of the University. It is important for the University to ensure that a major gift does not drive the decision-making and priority-setting processes within the institution; a gift should help to support the strategic direction of the University, not determine it. Once the Foundation accepts a gift, law dictates that it must be used as the donor directs.

Use of unrestricted gifts received by the Foundation is determined at two stages. First, the Foundation's Finance Committee, which is made up of volunteer alumni and other community members with financial expertise, determines the funds that are needed to operate the Foundation in a fiscally prudent manner. Second, based on this, they then determine what level of unrestricted funding will be available for use by the University. This includes funding of alumni and development operations.

Finally, the Executive Director of the Foundation meets with the University President, or his or her designees, to determine how they would like to allocate the unrestricted funds available. Some programs represent on-going commitments (such as Margin of Excellence and the Alumni program), and some may be targeted differently each year, depending on the University's current program priorities. Determination of how these funds are to be used, however, rests with the University, working in partnership with the Executive Director and Board of Directors of the Foundation, who help to share the perspective of the University's philanthropic base of support.

Use of Funds

Policy: 6.1
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Accounting Manager

Donor funds provided to University departments through the Bloomsburg University Foundation are only to be used for purposes that **legitimately further the University's mission**. Examples of appropriate uses:

1. Purchasing equipment or classroom resources to be used for academic purposes.
2. Doing a mailing to alumni to educate them about a College's plans and achievements.
3. Bringing experts in to speak with faculty or students.
4. Faculty travel funds may be used for professional development by faculty who has been accepted as presenters at a professional conference, or whose materials have been accepted for presentation. The conference must be related to their academic discipline and their attendance must be approved in advance by their respective Dean. Funds may be used to pay for or reimburse conference fees, travel, hotel and food expenses.
5. Student travel funds may be used for students who have been accepted as presenters at a professional conference, or whose materials have been accepted for presentation. The conference must be related to their academic discipline and their attendance must be approved in advance by their student research advisor, their department chairperson and the dean.
6. Teaching and Learning Enhancement (TALE) Award funds may be used to reimburse expenses related to professional development such as subscriptions to periodicals, membership fees for professional organizations, expenses related

to professional conferences or educational seminars , cost of preparing materials or presentations.

<u>What funds should not be used for</u>:

1. Social activities that would be nice but are not essential or directly related to the mission of the University.
2. Sending flowers to co-workers/staff.
3. Purchasing decorations, centerpieces, etc. for non-foundation events.
4. Buying gifts for staff or making gifts to other organizations.
5. Sending students or faculty to conferences which could be covered through other University or Foundation funding sources. Specific funds are available for these initiatives.
6. Entertainment Expenses at conferences.

Requesting Funds

Policy: 6.2
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Accounting Manager

<u>General Requisitions -</u> Requisitions for use of gift funds restricted to a department or program (funds held by the Foundation for use by University departments) will go first to the respective dean for sign-off, and then will be forwarded to the Foundation for processing. Requisitions received by the Foundation without a dean's approval will be returned to that dean before being funded. That will allow for the University check-and-balance, rather than having the Foundation establish how funds should or shouldn't be used.

<u>For Faculty and Student Travel -</u> Once their proposal has been accepted by the conference (prior to travel departure), the BU Travel Approval Request form must be completed. This will include an estimate of travel expenses and an abstract of the paper to be presented, or a copy of the conference program indicating the acceptance of the paper or materials. The BU Travel Approval Request form and the accompanying documentation should be sent to the research advisor (for student travel only), department chairperson and the dean for approval. The dean’s office will then confirm with the Foundation that sufficient funding exists to allow for approval to be given.

Upon completion of travel, please forward original BU Travel Approval Request form, along with receipts or paperwork and any other backup information, along with a completed BU Foundation Requisition for Payment. This documentation should be sent to the Foundation for reimbursement directly to the recipient.

All faculty/student travelers are asked to prepare a short report to the Foundation discussing the impact of the opportunity (e.g., was able to interact with professionals in my chosen field, gleaned new ideas for research, etc.). This report should be submitted to the Dean’s office along with other required documentation as noted above. This report may be quoted in future releases showing BU donors how their private support is enhancing the academic excellence at Bloomsburg University.

For Teaching and Learning Enhancement (TALE) Awards - Once a professor has been selected, they will be notified by the TALE Committee. The professor must submit a completed BU Foundation Requisition for Payment. Receipts must accompany the requisition in order to access the funds. This documentation should be sent to the Foundation for reimbursement directly to the recipient(s). Once the funds have been expended, no further payment can be made. Please allow at least two weeks for checks to be processed.

TALE Award recipient(s) are asked to prepare a short report to the Foundation discussing the impact of the opportunity. This report may be quoted in future releases showing BU donors how their private support is enhancing the academic excellence at Bloomsburg University.

Cash Receiving and Counting

Policy: 6.3
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Accounting Manager

The auditing process for the Foundation recognizes the need for continued vigilance against both overt and covert opportunities for mishandling funds. To reduce the risk and to protect the integrity of the development operation, the Cash Receiving and Counting policy is reviewed annually.

Checks but preferably cash may be received as donations, event income (athletics, alumni), raffle sales, etc. It may be delivered in person by the donor or another individual; it may arrive by U.S. Mail or intercampus mail; or it may be collected at the point of entry to an alumni, athletic, or development special event.

Each staff member should have (or have easy access to) a receipt book. Depending upon the type of special event, a receipt may or may not be appropriate or expeditious. Receipts should be given when cash is received as an outright donation or when the event is being held at a later time, e.g., alumni trips. Event entrance fees (such as Basket Bingo) or raffle sales at football games are examples when a receipt is not necessary.

To meet audit guidelines, the cash should be counted as soon as possible by two individuals (a staff member with the donor or another staff member). The cash amount and the names or initials of the persons counting the funds should be noted on a slip of paper (see sample below – to be included in cash box); attached to the cash, and then placed in the safe or other secure area for further processing.

When a requisition form is prepared for the deposit, the cash amount is verified by the staff member preparing the requisition. A second verification occurs when bank deposit is prepared. At each verification step, the staff member should initial that the count is correct (“verified by ___” or “counted by ___”).

If a discrepancy is found, recount the cash with another staff member and make the necessary correction and notify the Accounting Manager of the discrepancy.

Bloomsburg University Foundation, Inc.
Cash Documentation

Event/Activity ___________________________ Amount ________ Date _________

Signature/Initials __________________________ and __________________________

Petty Cash

Policy: 6.4
Effective Date: January 16, 2006
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Accounting Manager

Cash reimbursement requests of fifteen dollars ($25.00) or less must be processed through Petty Cash. The Accounting Manager handles all petty cash transactions. If cash reimbursement is fifteen dollars ($25.00) or more, a check requisition must be completed. In all instances, receipts must be provided.

Administrative Fees and Foundation Funding

Policy: 6.5
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Accounting Manager

The Bloomsburg University Foundation is a non-profit 501(c)(3) organization affiliated with the University. Our mission is to secure private philanthropic support for Bloomsburg University and to engage in other types of projects that require more flexibility. All gift support to BU is directed through the Foundation in order to protect donor privacy and to ensure that gifts are used solely for the benefit of Bloomsburg University.

The funds that flow through the Foundation are intended to be spent by the University or for its benefit, either immediately or at some time in the future. Some are given with perpetuity in mind – the endowed funds expenditures are approved annually by the Board of Directors, from which only earnings are spent. Some are spent immediately by the University to meet current needs. And some are directed to fund the operations of the Foundation; these funds cover operational expenses such as investment management, fund development and administration, the alumni relations program and fiscal oversight and stewardship.

The Foundation and its programs and operations are funded through a number of means. First are projects that produce contractual income. Second is a fee-for-service provided by the University, allowing us to provide certain services for its benefit. Finally, the University directs a portion of unrestricted gift income to off-set the remainder of our operations.

For that reason, the Board of Directors of the Foundation, in agreement with the administration of the University, has voted to implement a modest quarterly administrative fee of .625% on most endowed gifts. This fee, which is less than a penny from each dollar, will be charged against all restricted gifts, upon receipt, and on all endowment balances on a quarterly basis. This fee is considerably below the national average being charged by other university foundations. See Policy 6.7 for calculations and timing of payments.

We believe that this modest fee will help to more fairly distribute the costs of raising and managing the funds, which benefit Bloomsburg University, while directing virtually a donor's entire gift toward its intended purpose. We also believe that it will enable the Foundation to continue to operate in a fiscally prudent manner, which will enable us to continue funding the education of our students for generations to come.

Investment and Spending

Policy: 6.6
Effective Date: June 2011
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Accounting Manager

1. **Definitions**
    a. *Asset Allocation* – distribution of funds across a variety of assets and investments.
    b. *Endowed Funds* – permanent gifts to the University that will produce an income stream to support the University as appropriate.
    c. *Market Value* – the market value of endowed funds available in any given fiscal year.
    d. *Total Returns* – the sum of all interest and dividends and realized/unrealized gains/losses on investments less any investment management costs.
    e. *Spending Policy* – percent of market valued of endowment funds allocated for programs and activities in any given fiscal year. Generally, the spending policy is targeted at an amount lower than the total returns to ensure asset protection and growth.

2. **Purpose**
   The spending policy is designed to utilize income generated from the endowed funds while the allocation policy protects and grows the endowed principal. To ensure the long-term protection and growth, foundation assets shall be distributed based on a prudent investment strategy designed to safeguard our holdings while growing the endowment.

   A spending policy for foundation funds will be based on the market value of endowed accounts including scholarship endowments for the previous fiscal year. A percentage will be made available to fund specific programs and activities in any given year. Currently, the spending policy is set at 4%; this percentage is evaluated annually by the finance committee and may be revised to reflect an appropriate amount based on investment returns.

3. **Objective of the Foundation**
   To gather, manage, and distribute gifts for investment that will provide a dependable and reasonably predictable stream of income to the Foundation for the benefit of the University. The Foundation Board is comprised of volunteers with ties to the community and University; in addition all Foundation members are also donors and share the same concerns of any donor that their funds be used sensibly. Management of the Foundation’s assets is done in accordance with sound business practices and utilizes the guidance of professional fund managers. Because the Foundation seeks to be supportive of the University over the long term, investment strategies are designed to ensure fiscal health over a longer time horizon. In addition, investments are designed to be supportive of the University’s short and long-term educational goals. Since economic and market conditions change over time, it is important that periodic reviews of the spending policy and asset allocation be conducted to best capitalize on the current environment while safeguarding our future.

4. **Scholarship Endowments**
   The prior fiscal year’s market value is the basis on which the spending policy will be applied for each endowed scholarship. Thus, amounts for scholarships are determined approximately 14 months in advance of when the actual awards are made to students. This schedule also ensures that funds have been participating in the investments at least one year prior to distribution of the scholarships.

5. **Academic and Other Endowments**
   The prior fiscal year’s market value is the basis on which the spending policy will be applied for endowed accounts (non-scholarship).

6. **Spending Policy – Unspent Amounts**
   Any unrestricted funds (including discretionary funds allocated by the Foundation to specific projects within the University) unspent by June 30th are returned to the Foundation. An individual department wishing to carry unutilized restricted monies over into the following fiscal year must make this request in writing to the Foundation by May 31.

7. Bloomsburg University Foundation Investment Policy

A. Introduction

The purpose of this policy is to provide the basis for the Bloomsburg University Foundation to manage responsibly the funds in its custody in accordance with the investment philosophy and objectives herein articulated.

B. Investment Philosophy

The Foundation, in keeping with its legal status as a system, recognizes a fiduciary responsibility to invest all funds prudently in accordance with ethical and prevailing legal standards. In addition, the Foundation recognizes that the funds in its custody can be classified according to purpose, time frame for use, source, and other similar classifications. Differential investment guidelines and objectives are required to manage various funds classifications appropriately and optimally.

Regardless of funds classifications, certain general tenets apply. Investments in all classifications should seek to minimize investment risks while maximizing asset value. Adequate liquidity should be maintained so assets may be held to maturity. Reasonable portfolio diversification should be pursued to ensure that no single security or investment or class of securities or investments will have a disproportionate or significant impact on the total portfolio. Investments may be made in U.S. dollar-denominated debt of high quality U.S. and non-U.S. corporations. Investment performance in all classifications should be monitored on a frequent and regular basis to ensure that objectives are attained and guidelines are followed.

By choosing various types of investments, the Foundation seeks to diversify its holdings such that total returns can be maximized and investment volatility can be minimized. The investment committee will review the allocation every year considering total portfolio returns, market conditions, and peer analysis in determining the appropriate allocation levels. Allocation ranges shall be provided for each major class of investment. These levels will help us to capitalize on current economic conditions (equity), provide a stable income stream (fixed income), and help us to develop alternative income opportunities and/or address University needs (alternative/real estate).

The guidelines have been listed below.

Equities	*40-70%*
Fixed Income/Cash	*20-40%*
Alternative	*0-20%*

C. Definitions

• **Locally Managed Funds**—Those funds which, by covenant or preexisting conditions, must be managed by the university or other designated representative.

• **Long-Term Investment Funds**—Those funds which comprise the endowment, quasi-endowment, and life-income groups, as defined by the National Association of College and University Business Officers (NACUBO); further, this shall mean those funds which are not current in nature, i.e., the principal of which is not needed to finance current operations.

• **Operating Funds**—Those current funds that generally accrue as a function of fees, auxiliary operations, contracts and grants, and gifts and donations. These funds shall be invested and comprised of two portfolios—the Short-Term Portfolio and the Intermediate-Term Portfolio. “Operating Funds” are further classified as follows:

• **Short-Term Operating Funds**—Those funds which will be required to satisfy projected expenditures during the fiscal year; they are further identified as those funds between the high point and the low point of the annual cash projections. These funds will comprise the Short-Term Portfolio of the Fund.

• **Intermediate-Term Operating Funds**—Those funds which are not projected as being required to satisfy expenditures during the fiscal year; they are further identified as the low point on the annual cash flow projections These funds will comprise the Intermediate-Term Portfolio of the Fund.

D. Investment Oversight

The Foundation Board delegates direct authority of the funds to it Finance Committee (the “Committee”) and Foundation staff (the “Staff”) shall be charged with the responsibility of monitoring the performance of all investments and reporting on a quarterly basis to the Board.

The performance of the Fund’s investment manager(s) will be actively monitored by the Staff, who will report any meaningful observations and performance deviations to the Committee in a timely manner. Quarterly performance will be evaluated versus appropriate benchmarks, but emphasis will be placed on relative performance over longer investment periods. In addition to performance measurement, the Staff will monitor for consistent implementation of investment strategy and philosophy, appropriate risk controls, adherence to stated guidelines, and any material changes in the investment manager’s organization and/or investment personnel.

E. Duties and Responsibilities of the Investment Manager(s)

Investment managers are expected to comply with the following list of duties and responsibilities; these items will be communicated in writing to all investment managers, along with any specific guidelines or constraints to the investment mandate.

1. Promptly inform the Staff in writing regarding all significant and/or material matters and changes pertaining to investment of the Funds, including, but not limited to, investment strategy, portfolio structure, tactical approaches, ownership/organizational structure, professional staff, financial condition, guideline changes, and all Securities and Exchange Commission (SEC) and other regulatory agency proceedings affecting the investment management firm.

2. Promptly execute all responsibilities associated with the investments in a manner consistent with long-term interests and objectives of the Fund. Each investment manager shall keep a record of actions required in the management of the portfolio and comply with all regulatory obligations related thereto.
3. Use the same care, skill, prudence, and due diligence under the circumstances then prevailing that experienced investment professionals acting in a similar capacity and fully familiar with such matters would use in similar activities for similar investment portfolios with similar aims in accordance and in compliance with applicable local, state, and federal laws, rules, and regulations, including, but not limited to, those pertaining to fiduciary duties and responsibilities.

F. Investment Objectives and Guidelines for Operating Funds

Safety of principal and liquidity are the top priorities for the investment of the Fund. Within those guidelines, income optimization should be pursued. Speculative investment activity is not allowed. Speculative investment activity includes, but is not limited to, investing in asset classes such as commodities, equities, or venture capital; investing in futures, private placements, letter stocks, or unlisted securities; or entering into short sales, option contracts, or utilizing leverage. The operating funds shall be invested and reinvested in the following types of instruments with qualifications as provided.

1. United States Government Securities, which includes obligations issued or guaranteed by the United States Treasury, United States Federal Agencies and United States Government Sponsored Enterprises (GSEs). At all times, at least 20% of the market value of the Fund shall be invested in U.S. Government Securities including repurchase agreements. However, debt obligations issued directly by GSEs that are not explicitly guaranteed by the United States Government are limited to 5% of the Fund's assets, as measured on a market-value basis; GSE guarantor obligations related to mortgage-backed securities are not included in the 5% limitation.
2. Repurchase Agreements
    a. Such agreements shall require that the underlying collateral be direct obligations of the United States Treasury, excluding interest-only and principal-only Treasury securities (IO and PO Strips), and the collateral be in the custody of the State System or its agent. At all times, the market value of the collateral plus the accrued interest on the security to the date of valuation must equal at least 102% of the invested principal. Repurchase agreements with maturities beyond 30 days should comprise less than 10% of the Fund, as measured on a market-value basis.
    b. Reverse repurchase agreements, used to take advantage of unique market opportunities, where the relative value of securities with similar terms can be exchanged for gain only, and not to leverage the Fund or speculate on interest rate directions. Proceeds of the transaction are to be reinvested in highly liquid securities with minimal credit and duration risk.
    c. Repurchase agreements and reverse repurchase agreements may be entered into only with parties having a short-term credit rating of "Prime-1" ("P-1") by Moody's Investors Service, or the equivalent by Standard & Poor's, and a long-term rating of "A" or above by Moody's Investors Service, or the equivalent by Standard & Poor's. No more than 5% of the

market value of the Fund may be invested with a single repurchase agreement dealer.

   d. The total allocation to repurchase agreements in the Fund shall be limited to 30% of the market value of the Fund.

3. Commercial Paper, which shall mean unsecured promissory notes issued either in discount or interest-bearing form by a corporation and which carries a Moody's Investors Service "P-1" or "Prime-2" ("P-2") rating, or the equivalent by Standard & Poor's subject to the restrictions below.
   a. For issues rated "P-1," no more than 5% of the market value of the Fund shall be invested in any single issuer of commercial paper at any given time.
   b. For issues rated "P-2," issuers must be U.S. corporations with a long-term debt rating of "Baa2" or better by Moody's Investors Service; no more than 3% of the market value of the Fund shall be invested in any single issuer of commercial paper that is rated "P-2;" the "P-2"-rated commercial paper must have a maximum maturity of 30 days; and no more than 5% of the market value of the Fund assets may be invested in commercial paper and corporate bonds in which the issuer has a long-term credit rating of "Baa2" or "Baa1" from Moody's Investors Service, or the equivalent by Standard & Poor's.
   c. The Fund shall not invest in asset-backed commercial paper (ABCP) that carries a rating below "A-1/P-1."
4. Certificates of Deposit and Bank Notes from commercial banks with a maturity of up to and including two years, provided that any such issuing bank shall have a Moody's Investors Service "P-1" rating, or the equivalent by Standard & Poor's. No more than 5% of the market value of the Fund shall be invested in any single issuer of certificates of deposit.
5. Bankers Acceptances, defined as short-term financing agreements secured by the accepting bank and the goods purchased, which shall be limited to banks whose parent companies bear a Moody's Investors Service "P-1" rating, or the equivalent by Standard & Poor's, provided that no more than 5% of the market value of the Fund shall be invested in any single issuer or guarantor of Bankers Acceptances.
6. U.S. Money Market Funds that are substantially of the same kinds, classes and investment grades as those eligible for investment under the provisions of this Policy.
7. Municipal Bonds with a long-term debt rating of "A" or better by Moody's Investors Service, or the equivalent by Standard & Poor's. Investments in municipal bonds will not exceed 20% of the market value of the Fund. No more than 5% of the market value of the Fund shall be invested in any single municipal issuer, and municipal bond investments must be diversified by geography. On a combined basis, no more than 10% of the market value of the Fund shall be exposed to a single municipal bond guarantor.
8. U.S. dollar-denominated Corporate Bonds, whose allocation shall not exceed 20% of the market value of the Fund. Within the corporate bond allocation, 15% of the securities must carry a long-term debt rating of "A" or better by Moody's Investors Service, or the equivalent by Standard & Poor's; 5% of the corporate securities may be rated between "Baa2" and "Baa1" by Moody's Investors

Service or the equivalent by Standard & Poor's. Corporate bond issues rated below "A," or the equivalent by Standard & Poor's, shall be restricted to a maximum final maturity within five years of the date of purchase.

9. Collateralized Mortgage Obligations (CMOs) and mortgage pass-through securities rated "Aaa" by Moody's Investors Service, or the equivalent by Standard & Poor's, and composed entirely of securities guaranteed by U.S. Government Agencies or U.S. GSEs, excluding interest-only, principal-only, and inverse floating-rate securities. The combined total of CMOs and mortgage pass-through securities shall not exceed 20% of the market value of the Fund. CMOs and mortgage pass-through securities held within the Short-Term Portfolio must have an estimated average life of less than 15 months; and CMOs and mortgage pass-through securities held in the Intermediate-Term Portfolio must have an estimated average life of less than seven years.
10. Asset-Backed Securities, rated "Aaa" by Moody's Investors Service, or the equivalent by Standard & Poor's. The total of asset-backed securities shall not exceed 20% of the market value of the Fund. No more than 5% of the market value of the Fund shall be invested in any single commercial paper conduit issuer.
11. System Investment Fund Loans
    a. System Notes, defined as an intermediate debt obligation of one of the PASSHE universities. System Notes may be issued as an intermediate-term project-financing alternative to tax-exempt bonds. The term of the loan is not to exceed five years.
    b. There shall not, at any time, be more than 20% of the market value of the Fund invested in System notes nor more than 5% of the market value of the Fund invested in System Notes of any single entity, unless a waiver to these limitations is expressly approved by the Committee.
    c. Bridge Notes, defined as a short-term obligation of one of the PASSHE universities. This security is issued as needed to meet project construction cash flow needs in anticipation of permanent future financing through the issuance of tax-exempt bonds managed by the Treasury Office of the Office of the Chancellor. These notes are usually issued for 12 months or less.
12. With prior written approval from the Committee, the Fund may invest in publicly traded debt securities, which:
    a. Are direct obligations of affiliates of System member institutions; and
    b. Possess a Committee on Uniform Securities Identification Procedures (CUSIP) number; and
    c. Total investment in the debt of said affiliates is limited to a maximum of 0.5% of the market value of the Fund.

In all securities types, variable rate notes are allowed; however, investment in variable rate demand notes (VRDN), variable rate demand obligations (VRDO), or auction rate securities (ARS) is prohibited. The interest rate on the variable rate notes must reset at least annually. The interest rate must be based on a well-known, readily published, generally accepted index, such as the London Inter-Bank Offer Rate (LIBOR), U.S. Treasury Bills, or Fed Funds. The interest rate must be directly related to the index not leveraged, deleveraged, or inversely related. Securities with interest rate caps are not permitted.

With regard to select permitted investments described above, the following limitations apply.

1. The combined total investments in commercial paper, certificates of deposit, bank notes, and bankers acceptances may not exceed 30% of the total market value of the Fund
2. The combined total of commercial paper issued by financial institutions, certificates of deposit, bank notes and bankers acceptances and corporate obligations issued by financial institutions may not exceed 40% of the total market value of the Fund.

The Fund shall not engage in securities lending activity.

Commercial paper, certificates of deposit, bank notes, and bankers acceptances may be split-rated; however, the credit rating cannot be below quality levels indicated above and, when calculating quality exposure, the lower rating must be used. Securities that are rated acceptable by one rating agency and unrated by the other are acceptable for purchase.

Each security in the Intermediate-Term Portfolio will have an "interest rate risk value" of ten or less at the time of purchase. Interest rate risk value is defined as follows. For securities with a positive or zero convexity, the "interest rate risk value" is equal to the duration measured in years. For securities with negative convexity, the "interest rate risk value" is equal to the duration measured in years plus the absolute value of the convexity measure. All securities that comprise the Intermediate-Term Portfolio shall have a maximum final maturity of ten years or less, with the exception of corporate bond issues rated below "A" by Moody's Investors Service, or the equivalent by Standard & Poor's, which shall be restricted to a maximum final maturity of five years, measured at the date of purchase.

Callable bonds, excluding mortgage-backed securities, shall comprise no more than 10% of the market value of Fund assets. Reporting should identify callable bonds in the portfolio and list the call date for each bond. Duration and convexity of the mortgage-backed security allocation should be reported on a monthly and quarterly basis.

Securities that fall below the minimum standards for purchase, as described herein, should be noted on the monthly report and monitored closely. Dispensation of the monitored security will depend upon the relative risk presented to the portfolio and market conditions at the time. Any action regarding the security shall be documented and reported to the Committee at its next quarterly briefing.

G. Further Investment Objectives and Guidelines for the Short-Term Portfolio and the Intermediate-Term Portfolio

1. Short-Term Portfolio
    a. All securities that comprise the Short-Term Portfolio shall have a maximum

final maturity of 15 months or less.

   b. The Short-Term Portfolio shall be maintained at a level sufficient to fund the System's operations plus an amount to cover any unforeseen emergency. Cash flow forecasts should be maintained and updated on an ongoing basis and submitted monthly along with other reporting requirements.
   c. The Short-Term Portfolio shall be measured against the Standard & Poor's U.S. Commercial Paper Index, U.S. 3-month LIBOR, the Three-Month Treasury Bill Index, and the Barclays Capital Short-Term Government/Credit Index, or then prevailing, comparable, generally accepted market indices that have been approved by the Committee and Staff.
2. Intermediate-Term Portfolio
   a. A portfolio duration target of 1.8 years should be maintained with an upper limit of 2.5 years. The portfolio's weighted average convexity shall be greater than -0.5. The duration of the Intermediate-Term Portfolio may be maintained outside the target range or in excess of the upper limit with the approval of the Staff.
   b. The portfolio will be measured against the Barclays Capital 1–3 Year Government/Credit Bond Index and the Barclays Capital 1–3 Year Government Bond Index, or the then prevailing, comparable, generally accepted market indices that have been approved by the Committee and Staff.
   c. The portfolio will be accounted for on a constant dollar-in, dollar-out basis, and the yield and income will be reported monthly. The portfolio also will be marked-to-market monthly, and the monthly data will be reported on a quarterly basis.

H. Investment Reporting

1. Along with the requirements mentioned herein, the investment manager shall submit a monthly report that describes significant events that occurred in the portfolio and what actions were taken, and a general narrative discussing the portfolio's activities and general direction.
2. The investment manager shall report total return performance of the investments and their respective benchmarks on a monthly basis, and detailed investment and performance reports will be provided on a quarterly basis. In addition to customary reporting requirements, monthly and quarterly reports shall include yield to maturity, weighted average maturity, convexity, quality distribution, duration distribution, duration by sector, sector allocations, and spread duration for the investments and benchmarks.
3. Monthly and quarterly reporting should include details on the types of instruments classified as cash; risk and sector reporting should look to the underlying issuer of each instrument and include investments in the cash segment of the portfolios.
4. Reports should include the Short-Term and Intermediate-Term Portfolios on a separate and consolidated basis.
5. Equivalent metrics shall be reported for the benchmark indices of the Short-Term and Intermediate-Term Portfolios and shall be included in the monthly and quarterly reports.

6. The investment manager shall promptly report any material changes to the financial or business condition of the investment management firm, as well as any changes to the investment team or investment process. The investment manager must promptly notify The Staff of any material litigation or investigations involving the investment management firm
7. The investment manager will certify, with each monthly report, their compliance with this Policy.

I. Investment Objectives and Guidelines for Long-Term Funds

The long-term funds shall consist of a multi-year corpus which could have either or both a growth and income orientation. The investment objective for long-term funds is to produce the highest total return without undue risk. For funds with primarily a growth orientation, the annual total rate of return should be measured against the Standard & Poor's 500 annual rate of return; for funds with primarily an income orientation, the annual total rate of return should be measured against the Barclays Capital Bond Index or the then prevailing, comparable, generally accepted market indices. **Total return is defined as conventional income plus capital gain (loss) or appreciation (depreciation), whether realized or unrealized.**

Other permissible investment options are as follows: the Common Fund, the American Association of State Colleges and Universities (AASCU) Capital Fund, a professional investment manager. The professional manager/affiliated organization will be required to operate within the principles contained within this policy.

At the end of each fiscal year, a statement of operations reflecting beginning of year value, end of year value, income, disbursements, realized and unrealized gains (losses) will be prepared for locally managed long-term investments. A copy of the statement of operations will be submitted to the Committee.

The asset mix of the funds invested should be congruent with the purpose for which the funds were donated and/or are to be utilized. For example, funds with a predominant income orientation (e.g., scholarship funds) may be invested primarily in government and/or corporate securities with a predictable income stream. Funds with a greater emphasis on long-term growth or appreciation should be more heavily weighted toward equities.

Long-term funds shall be invested and reinvested in the following types of instruments with qualifications as provided:

1. United States Treasury and United States agency obligations.
2. Corporate Bonds with a long-term debt rating of “Baa2” or better by Moody's Investors Service, or the equivalent by Standard & Poor's.
3. Taxable-municipal bonds with a long-term debt rating of “A” or better by Moody's Investors Service, or the equivalent by Standard & Poor's.
4. Corporate equities in U.S. dollar-denominated, high quality U.S. and non-U.S. corporations listed on one of the three stock exchanges—New York Stock Exchange, American Stock Exchange, and NASDAQ Stock Exchange—that meet the following

minimum criteria:

a. At least five million shares outstanding and at least $100 million in equity market value and
b. A "3" or better safety rating by Value Line.
c. Items I.4.a. and I.4.b. will not be applied to item I.5.b.
d. Equity holdings are restricted to:
    i) a. U.S. dollar-denominated, high quality U.S. and non-U.S. corporations listed on the New York Stock Exchange, American Stock Exchange, and NASDAQ Stock Exchange that meet the minimum criteria in I.4.a. and I.4.b.
    ii) Mutual funds/exchange-traded funds.

5. Valuation of equity holdings will be measured on a cost basis. The specific asset classes and strategies to be employed by the investment manager will be approved by the Chancellor or his/her designee in consultation with the chair of the Committee.
6. Covered Call Option, which shall mean to write an option to sell corporate equities owned for more than 30 days at a stated price.
7. Commercial paper, which shall mean unsecured promissory notes issued either in discount or interest-bearing form by a corporation that carries a Moody's Investors Service "P-1" or "P-2" rating, or the equivalent by Standard & Poor's, subject to the following provisions:
    a. For issues rated "P1," no more than 5% of the total invested long-term investment funds shall be invested in any single issuer of commercial paper at any given time.
    b. For issues rated "P-2," issuers must be U.S. corporations with long-term debt ratings of "Baa2" or better by Moody's Investors Service, or the equivalent by Standard & Poor's. No more than 3% of the total invested long-term investment funds shall be invested in any single issuer of commercial paper that is rated "P-2."
    c. No more than 10% of the long-term investment funds may be placed in combined direct commercial paper, letter-of-credit commercial paper, corporate bonds, or corporate equities of a single issuer. There shall not, at any time, be invested in commercial paper more than an aggregate of 25% of the total long-term investment funds of the State System.
8. Certificates of deposit from commercial banks, provided that any such issuing bank shall be rated "C" or better by Keefe, Bruyette and Woods and be insured by the Federal Deposit Insurance Corporation. No more than 5% of the total long-term investment funds shall be invested in any single issuer of certificates of deposit. There shall not, at any time, be invested in certificates of deposit more than an aggregate of 25% of the total long-term investment funds.
9. Bankers Acceptances, defined as short-term financing agreements secured by the accepting bank and the goods purchased, which shall be limited to banks whose parent companies bear a Moody's Investors Service "A Rating," or the equivalent by Standard & Poor's, on long-term securities, provided that no more than 5% of the total investable long-term funds shall be invested in any single issuer or guarantor of Bankers Acceptances. There shall not, at any time, be invested in Bankers Acceptances more than an aggregate of 20% of the total long-term investment funds.
10. Repurchase Agreements. Such agreements shall require that the underlying

collateral be direct obligations of the United States Treasury, and the collateral be in the physical possession of the State System or its agent. At all times, the market value of the collateral plus the accrued interest on the security to date of valuation must equal at least 102% of the invested principal. Additionally, the collateral may not have a maturity of more than four years.

11. With the exception of direct obligations of the United States Treasury, no more than 20% of the investable long-term funds may be concentrated in any single industry nor more than 6% in any single company.
12. Direct Investments in commodity futures, margin purchases, short sales, letter stock purchases, or purchase of securities with similar marketability are prohibited.
13. Alternative investments include real estate and new business ventures. Preferred real estate investments include desirable locations (i.e. properties that are contiguous to the university or provide access to university properties) or properties that (will) have strategic value to the University (i.e. housing, classroom/research/recreation facilities). Real estate investments may include land, rental property, and development properties. New business ventures should relate to activities with a strong relationship to the University. These may include businesses/products/services that are an outcome of faculty or student research (i.e. patent development). They may also include activities that provide an income stream to the Foundation. Alternative investments should be evaluated on both financial and strategic value terms.

Administrative Fees

Policy: 6.7
Effective Date: October 4, 2016
Last Updated: October 4, 2016
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Accounting Manager

The fee structure which will be in effect as of July 1, 2012 for newly established and existing endowments is as follows:

Fees are to be assessed on the first day of the quarter based on the fund's market value as of the prior fiscal quarter's closing date.

Type of Gift	Size of Fund	Administrative Fee *
Non-Restricted gifts	N/A	None
Restricted funds which continue to be held by the Foundation at the end of each fiscal year but are not endowed.	N/A	None
Scholarship Endowments	All Funds	Quarterly fee is equal to .625 %

Academic or Other program Support Endowments	Funds less than $500,000	Quarterly fee is equal to .625 %
Academic or Other program Support Endowments	Funds Greater than $500,000 but less than $1,000,000	Quarterly fee is equal to .250 %
Academic or Other program Support Endowments	Funds Greater than $1,000,000 but less than $3,000,000	Quarterly fee is equal to .125 %
All types of Gifts	Funds Greater than $3,000,000	At the discretion of the Executive Director in consultation with the Chair of the Finance Committee

(* Note: no fee is charged against gifts to endowment upon receipt)

Capitalization

Policy: 6.8
Effective Date: June 2004
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Accounting Manager

Purchases that cost $5,000 or more *and* that have an expected useful life that exceeds three years should be capitalized (amortized). Examples include furniture, real estate, copy machines, servers, etc.

Regardless of value, purchases with a useful life of less than three years should be expensed at the time of purchase. Examples include computers, software.

Bidding for Goods and Services

Policy: 6.9
Effective Date: May 10, 2007
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Accounting Manager

For any projects initiated and funded by the Foundation or Development staff (such as annual fund programs), it is the policy of the Bloomsburg University Foundation that three bids must be obtained for any job over $5,000. This does not relate to things like Margin of Excellence, or to alumni programs, which have oversight by the University. Any exceptions to this (where we request a sole source for some reason) must be approved by the Foundation Finance Committee.

Establishment of Quasi-Endowment Funds

Policy: 6.10
Effective Date: April 16, 2007
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Accounting Manager

Quasi-endowed funds are funds that are intentionally held by the Bloomsburg University Foundation for more than one fiscal year, such as a reserve or contingency fund. This category might also include funds that the University wishes to accumulate for a specific project, such as a major capital project. They differ from endowed funds because the corpus may be spent if the department or entity overseeing expenditures decides to do so, but are similar to an endowment because investment returns will be reinvested in the quasi-endowment. (Restricted, non-endowed funds do not receive any investment returns; these are used to fund Foundation operations.)

Valuation of Bequests/Life Insurance

Policy: 6.11
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Accounting Manager

1. **Life Insurance** - Irrevocable gifts of life insurance policies are counted at their Interpolated Terminal Reserve Value if and only if Bloomsburg University Foundation has been named both owner and beneficiary of the policy. The Interpolated Terminal Reserve Value must be obtained from the issuing insurance company or a qualified insurance appraiser.

   If a donor names Bloomsburg University Foundation as beneficiary of a policy but does not irrevocably transfer ownership of the policy, the donor has not made a current gift. Such a donor will receive gift credit only after Bloomsburg University Foundation receives the death benefit.

   Bloomsburg University Foundation may accept an irrevocable gift of ownership of certain types of life insurance policies, including existing paid-up policies, existing policies that are not fully paid-up, and new policies. Bloomsburg University Foundation will not accept ownership of term policies, which have no current value, or group life policies, for which ownership may not be transferred.

   Acceptable gifts of life insurance will be counted as follows:
   - **a. Existing Policies –**
     - i. **Paid-up -** Paid-up life insurance policies irrevocably given to Bloomsburg University Foundation where no future premiums are payable will be counted at their Interpolated Terminal Reserve Value on the date of the gift. Such policies will be counted at face value as well as present value for internal purposes.

ii. **Not Fully Paid Up** - A life insurance policy that is not fully paid-up on the date it is irrevocably given to Bloomsburg University Foundation will be counted at the Interpolated Terminal Reserve Value on the date of the gift, if given during the campaign. Additionally, where the payment of premiums is pledged over a five-year period, the value of such premiums will be counted in campaign totals.

b. New Policies - When a donor establishes a new life insurance policy and names Bloomsburg University Foundation as the irrevocable owner and beneficiary, the gift has no current value and is thus not campaign countable. However, where a pledge is secured for premiums to be paid by the donor over a five-year period, the value of such premiums will be counted in campaign totals.

c. Realized Death Benefits - When Bloomsburg University Foundation is owner and beneficiary or simply the beneficiary of a policy and the death benefit is realized during the campaign period, the insurance company's settlement amount will be counted in campaign totals, less any amounts previously counted.

2. **Life Estate Gifts** - Irrevocable gifts of remainder interests in personal residential property where the donor reserves a life estate in the property are counted at the fair market value of Bloomsburg University Foundation's remainder interest in the property for public reporting purposes. These gifts are counted at their discounted present value for CASE.
3. **Realized Planned Gifts** - A realized planned gift will fall into one of two categories: those not previously counted as expectancies and those that were previously counted as expectancies.
   a. **Realized Gift from Expectancy Not Previously Counted** - Realized planned gifts not previously counted as expectancies are counted at the face value of the gift upon receipt. If other than cash, they are counted at fair market value upon receipt.
   b. **Realized Gift from a Previously Counted Expectancy** - When planned gifts that were previously counted as expectancies are realized the amount counted will be adjusted for any variance.

Directed Student/Faculty Funds

Policy: 6.12
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Accounting Manager

The Bloomsburg University Foundation exists to provide support to Bloomsburg University and its students. From time to time, a student or faculty member requires particular and unusual assistance in order to complete his or her studies or work at Bloomsburg, due to illness, family circumstances, etc. While we cannot direct unrestricted donor contributions to an individual in particular, we can facilitate external support provided directly with the intention of helping one particular individual. We can also pass along support to a class of people (such as, for instance, flood victims) without jeopardizing the donor's tax deductibility or our mission, as long as the class of people is connected directly with the University.

In other words, we can serve as a pass-through for funds given by a donor specifically to help one named person, as long as that person is University-connected and as long as the funds will help to off-set a valid University expense or some expense related to their Bloomsburg education or work. However, <u>these funds will not be tax-deductible</u>, according to IRS guidelines, because they are intended to benefit a specific individual, rather than a type of individual. In addition, we cannot give those funds to a student or faculty member who does not have the Bloomsburg University connection.

Examples for students are that funds are used to off-set tuition, room and board or other direct college expenses. If they have already received full scholarships or grants, we cannot provide funding for that same expense.

Examples for faculty or staff members would be that their home was flooded and they cannot return to work until it is again livable, or that a family illness has made it impossible for them to pay for the completion of their doctorate, which is needed in order to remain on the faculty. Again, we cannot simply pass along money donated to help someone, without showing some financial connection to the University.

In short, we can process pass-through funds, as long as those funds are to be given to a University-related faculty, staff member, or student. None of these funds would be tax-deductible, unless they benefit an entire class of people, and receipts should indicate that, while funds have been received by the Foundation, they are not exempt from taxation. Documentation must be kept internally about the University relationship and the reasoning behind the support.

If there are questions related to this clarification, please contact the Foundation's Executive Director.

Monitoring Scholarships

Policy: 7.0
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Accounting Manager

First, the Foundation makes sure that, for both endowed and restricted operating funds, clear, written guidelines about the use of gifts are agreed upon and signed by both the Foundation and the donor. These guidelines are shared with the area that will benefit from the funds, working through the appropriate vice president or dean.

Second, quarterly reports from the Foundation accounting manager are sent to each VP or dean for every fund falling under their purview. These reports, which are to be shared with department heads when applicable, show how much has been added to the fund (via gifts or earnings), how much has been spent, and lists the criteria for each fund. (This is in addition to reports sent monthly, showing recently-received gifts that have been restricted to their areas.) Vice Presidents and Deans are responsible for ensuring that funds spent by departments under them are spent according to the established guidelines. For expenditures requested by a department that are over $1,000, the Executive Director of the Foundation also has to sign off on the expenditure; that individual also reviews the criteria at that point to ensure compliance.

For scholarships, information on available scholarships is shared each year with both Admissions and Financial Aid, and is publicly posted on the Bloomsburg University website and the Financial Aid web pages. Financial Aid is responsible for ensuring that students qualify for financially-related stipulations. Program or academic areas designated to choose other types of scholarship recipients are responsible for ensuring that students meet the non-financial criteria for selection. This may be done through a selection committee. An additional level of review comes from the Development staff person assigned to manage scholarships. This individual reviews selection information as it is reported to the Foundation to ensure that it matches the donor's criteria. Additionally, scholarship recipient information is shared with each scholarship contact.

Finally, for all funds, the Audit Committee for the Foundation has been charged with conducting spot-check audits of University records to ensure compliance across the board. This will be an on-going process whereby a select group of funds (both scholarship and other) will be chosen each year for review.

Fiduciary Policy on Awarding Scholarships

Policy: 7.1
Effective Date: September 16, 2005
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Accounting Manager

It is the responsibility of the Bloomsburg University Foundation to ensure that donor funds are utilized according to the wishes of the donor, and that the University benefits from these funds as much as possible. In the case of scholarships, some donors wish to be involved in the selection of recipients for the funds they have established. The Foundation agrees with this, in principal, as long as the donors are part of a committee choosing the recipients. This follows IRS guidelines pertaining to deductibility of gifts.

It is the Foundation's policy to give those choosing recipients, whether University departments or donor-based committees, a period of 45 days from the time they are notified by the University in which to choose the individuals to receive each scholarship. Notifications are made at the close of the application period, usually the beginning of February.

If, at the end of the 45-day period, no names have been chosen by the appropriate parties and no extension has been requested by the department or committee, the Foundation may

1. Elect another department or committee to choose the individual(s) to receive each scholarship.
2. Choose to make the selection according to established guidelines for that scholarship, in consultation with the appropriate University department.
3. The Scholarship and Compliance Coordinator will work with departments to select criteria that is acceptable by the donor in order to make awards.
4. If no student is chosen, the unspent funds for that awarding period will be reinvested into the endowed fund.

Stewarding Donors

Policy: 7.2
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

The Scholarship and Compliance Coordinator will distribute annual statements to fund contacts and donor representatives of the status of endowed, named scholarship funds at the Bloomsburg University Foundation. The Coordinator will work closely with the Accounting Manager to ensure accurate and timely reports to our constituents.

Systems

Raiser’s Edge Record

Policy: 8.0
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Advancement Committee
Staff Contact: Director of Advancement Services

No individual shall make any changes to their own Raiser’s Edge record, including but not limited to biographical, attributes, etc.

The only exception to this would be the posting of payroll deduction gifts to the Gift Processor’s own record by the Gift Processor.

Document Retention and Destruction

Policy: 8.1
Effective Date: March 12, 2013
Last Updated: March 12, 2013
Approved by: Bloomsburg University Foundation Board of Directors
Staff Contact: Director of Advancement Services

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored.

Nonprofit organizations should have a written, mandatory document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance.

The retention schedule is as follows:

Type Of Document	Requirement
Bank Related	
Bank Reconciliations	2 Years
Bank Statements	3 Years
Checks (for important payments and purchases)	Permanently
Duplicate Deposit Slips	2 Years
Human Resource Functions	
Current accident reports, claims policies etc.	Permanently
Employment Applications	3 Years
Payroll Records and Summaries	7 Years
Personnel Files (former employees)	7 Years
Retirement and Pension Records	Permanently
Timesheets	7 Years
Withholding Tax Statements	7 Years
Financial	
Audit Reports	Permanently
Depreciation Schedules	Permanently
Expense Analysis/Expense Distribution Schedule	7 Years
Internal Audit Reports	3 Years
Inventories of Products, Materials and Supplies	7 Years
Tax Returns and Worksheets	Permanently
Year End Financial Statements	Permanently
Accounts Payable/Receivable	
Accounts Payable Ledgers and Schedule	7 Years
Correspondence (with customers and vendors)	2 Years
Invoices (to customers, from vendors)	7 Years
Contracts/ Legal Documents	
Contracts, Mortgages, Notes and Leases (expired)	7 Years
Contracts (still in effect)	Permanently
Deeds, Mortgages and Bills of Sale	Permanently
Insurance Policies (expired)	3 Years
Minute Books, Bylaws and Charters	Permanently
Correspondence	
Correspondence (general)	2 Years
Correspondence (legal and important news)	Permanently
Gift Documentation (can be stored electronically-secured)	

Permanently Restricted Gifts	Permanently
Temporarily Restricted Gifts	7 Years
Unrestricted Gifts	7 Years

Appendix

1. Bloomsburg University Foundation Requisition Form

BLOOMSBURG UNIVERSITY FOUNDATION, INC.
REQUISITION

OFFICE USE ONLY:
INVOICE POSTED: _____
DUE DATE: __________
CHECK # ___________
PO # _____________
G/L # _____________

DATE:

CHARGE PROJECT #:
NAME OF PROJECT:

Request to Deposit: ☐
Request to Purchase: ☐ --------**Expected # of Invoices:**
Request for Payment: ☐
Request for Transfer ☐

REQUISITIONS MUST BE IN THE UNIVERSITY RELATIONS & FOUNDATION OFFICE BY NOON ON WEDNESDAY FOR PAYMENT TO BE PROCESSED FOR FRIDAY. IF ITEM IS VALUED AT $5,000.00 OR GREATER, THREE BIDS MUST BE ATTACHED. PLEASE PROVIDE AN EXPLANATION IF THERE ARE NO BIDS.

VENDOR/PAYEE NAME – ADDRESS – ZIP CODE

Phone #: **Fax #:**

SPECIAL INSTRUCTIONS:

QTY	CATALOG #/DESCRIPTION	UNIT PRICE	TOTAL COST

Requested By **Phone** **Executive Director** **Date**
(Signature needed if amount is $1,000 & above.)

Approved By **Date**

- **Request for Payment Only**: Invoice or backup "must" be attached to requisition in order to pay.
- **Request for Payment to an Individual**: Requests for payment to any individual must be approved and signed by a supervisor or Dean as per Bloomsburg University Foundation, Inc. policy.
- **Request for Payment from Purchase Order**: After purchase order has been issued and a PO# is assigned, payment can be made directly from the invoice. A requisition is not needed. Just write the PO number on the invoice, approved to pay, date, sign and send to University Relations & Foundation office.

2. Confidentiality Form

Confidentiality Agreement

I recognize that in my capacity as a volunteer for Bloomsburg University and the Bloomsburg University Foundation, Inc., I may have access to or be provided with information deemed proprietary, confidential or privileged. To comply with good governance practices, as well as comply with laws governing the Foundation, I agree to be bound by the guidelines on confidentiality as set forth below.

1. I will not disclose any confidential, privileged and/or proprietary information except as part of the proper discharge of my duties or as required by applicable law (Privacy Act of 1974). Confidential, privileged or proprietary information includes but is not limited to: (i) donor identities, addresses, contributions, agreements, correspondence, grants and personal financial information; (ii) grant applications, review comments and actions; (iii) campaign strategies, outcomes, board and committee actions.
2. Upon completion my volunteer service, I agree not to take with me, without written consent of the Chairman of the Board of the Foundation, any confidential information or data belonging to the Foundation, whether disk, electronic transmission, recorded or hard copy, original or reproduction.
3. Improper disclosure of confidential or proprietary information is just cause for disciplinary action including removal from volunteer service. It also may incur civil or criminal liabilities.

Conflict of Interest Policy

I also recognize that in my capacity as a volunteer for Bloomsburg University and the Bloomsburg University Foundation, Inc., I must refrain from engaging in behavior that might be construed as self-dealing or in conflict with the mission, goals, and fundamental purpose of the Foundation. Potential conflict situations include:

1. Serving as a director, owner, officer, partner, consultant, manager or technician with any outside enterprise doing or seeking to do business with the Foundation or University;
2. Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving the Foundation's or University's interests;
3. Using a volunteer position or personal relationship to negatively impact Foundation or University interests;
4. Marketing services or products to the Foundation or University constituents on a non-competitive basis;
5. Disclosing information on the Foundation or University to outside parties before such information has been made available to the general public.

The Foundation acknowledges that the appearance of conflict of interest does not always imply actual conflict. If volunteer becomes aware of the conflict during the course of the discharge of their volunteer duties, the volunteer will immediately disclose the conflict and will not participate in discussion of the matter or in any action pertaining to it. I hereby certify that I have kept a copy of this document for my files and disclose *(choose A or B)*:

A. ____ that, to the best of my knowledge, no circumstance exists with me or my immediate family that might be construed as a conflict of interest in my involvement with the Foundation or University.

B. ____ that personal or immediate family circumstances exist or may exist that maybe construed as a conflict of interest with my involvement with the Foundation or University. The circumstances are attached and are submitted to the Foundation's leadership for review and recommendation.

____ _________________________

Donor Name Date

3. Contribution Agreement Sample

CONTRIBUTION AGREEMENT

Name:		
Address:		
City:	State:	Zip Code:
Email:	Home Phone:	Cell Phone:

To help maintain and strengthen the quality of Bloomsburg University, I/we are pleased to pledge $ ___________________ to the *Bloomsburg University Foundation* as indicated:

Campaign Project (Specify):		$
Scholarships (Specify): ☐ **New** ☐ **Existing**		$
The Henry Carver Fund	*(Bloomsburg's Annual Fund)*	$

Please consider a gift to The Henry Carver Fund in addition to your generous pledge commitment.

I/we intend to make this contribution in the form of
☐ Cash ☐ Check ☐ Securities ☐ Trust ☐ Other (Specify): ___________________________________
over a period of ☐1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 years.

My/our initial gift of $________________ is enclosed **OR** may be expected by ___________________ (date).

My/our preferred annual pledge reminder date is __________________ (specify month and day, i.e. May 10)

Additional Notes/Criteria:

This agreement shall be interpreted by all respects by all parties concerned so as to insure that any gifts made under this agreement qualify as charitable contributions for Federal Income Tax purposes. The donors agree to be legally bound by this promise to contribute the amount stated herein to the Bloomsburg University Foundation Inc. to fulfill the terms of this agreement. Document shall be legally binding pending the signatures of the Donors and the Executive Director of the Bloomsburg University Foundation.
We, the undersigned parties, agree to these general rules and specific regulations, and consider them to be binding on all concerned.

____ ____________________
(Donor) Date

____ ____________________
(Bloomsburg University Foundation Executive Director) Date

My/our gift is made in memory (honor) of: ____

Memorial/Honorarium Acknowledgement letter should be sent to:

Name:

Address:

City: State: Zip Code:

My/our preference for gift recognition includes:
☐ Permission is granted to publicize this gift using my/our names(s)
☐ Permission is **not** granted to publicize this gift using my/our names(s)
☐ Permission is **not** granted to publicize this gift; however, donor identify may be shared with ______________________

My employer offers a match gift opportunity. Please contact the HR office at: ________________________

4. Endowment Agreement Sample

***Donor Named* Scholarship**

Endowment Fund Agreement

It is hereby agreed among the undersigned parties that the Bloomsburg University Foundation, Inc. (hereafter referred to as the *Foundation*) will establish in perpetuity, on behalf of *donor*, an endowed fund to be named the ***Donor Named* Scholarship**. This fund and the contributions to it are irrevocable gifts, according to Section 501(c)(3) of the Internal Revenue Code and subject to the following terms and conditions.

Criteria of the Endowed Scholarship
The criteria are *TBD by donor*

The award selection is made by *selection committee*, who shall be responsible for ensuring that the recipient meets the criteria for receiving the award and that an award is made during each fiscal year, presuming that qualified candidates can be identified.

Terms of Endowment
Donor, will make within a period not to exceed five years, gifts sufficient for the endowment of a fund to benefit a student of Bloomsburg University through the Foundation. The current minimum level for endowment of a permanent fund is $25,000. During an accumulation period not to exceed five years, total investment returns (which may include any combination of interest, dividends, and capital gains or losses) related to this fund will be allocated to it.

While donor may add to the corpus of this fund at anytime no grant expenditures from the fund may be made prior to the one year anniversary of the receipt of the fully funded minimum corpus unless the grant expenditures are separately funded by the donor(s). All gifts to the endowed funds are to be held by the Foundation in perpetuity, and invested according to prevailing Foundation Investment and Spending Policy (Exhibit I).

Upon conclusion of the five year accumulation period, if contributions have not reached the minimum level, the Foundation at is sole discretion may grant an extension or transfer the contributed funds to the Bloomsburg University Foundation general scholarship endowment. The principal may also be spent as annual awards for a purpose similar to the donor's original intent.

The Foundation may pool the corpus with other endowed funds. This pooled endowment fund is invested with the objective of producing a targeted total return on investment. The targeted total return is expected to be sufficient to fund an award whereby the amount is designated by the Foundation's current Investment and Spending Policy and the donor's intent, any fees related to the management of the funds, and a portion to be added back to principal in order to allow for continued growth of the fund.

However, the donor is aware and hereby acknowledges that endowments may, over time, incur both capital gains and losses, depending upon the investment environment and administrative fees may be charged as the Board of Directors deems prudent subject to the Administrative Fees policy (Exhibit II). It is anticipated, based on long-term historical patterns, that gains will exceed losses.

The Foundation will use the fund solely for the purpose(s) outlined above. The Foundation's intent is that the original donation will not be spent, and the benefit will not be redirected except in very unusual circumstances where the original purpose cannot be achieved. In the event of such a change in circumstances, the Foundation is obligated by law to find another purpose as close to the original intent as possible and to the benefit of Bloomsburg University and its students, as long as Bloomsburg University is in existence.

Investment returns produced through this endowment will be utilized according to the prevailing Spending Policy of the Foundation. The portion to be expended will carry the donor's name or the name designated by the donor for the fund and will be directed toward the endowment's purpose annually beginning at the end of the first full fiscal year after the fund has been fully endowed. Use of the funds will be based upon the criteria stated above.

When criteria reference financial need, students must have submitted the Free Application for Federal Student Aid (FAFSA). If no qualified recipient is available during any given year, the donor reserves the right to waive some or all of the criteria established in order that the funds may be utilized by the University.

Contingency Clause
If, for any reason, the programs or purposes for which this endowment is being established cease to exist, or if the award cannot be made because of State, Federal or local regulations or laws, the funds will be redirected to another use deemed as similar as possible to that originally intended. This will be done through a vote of the Board of Directors of the Foundation, in consultation with the donor, if living, and the President of Bloomsburg University or his/her designee.

If the Foundation for any reason ceases to exist, the Board of Directors of the Bloomsburg University Foundation or its successor will, according to the Foundation's Memorandum of Understanding with Bloomsburg University, ensure that these funds continue to be utilized for the purposes outlined in this document, or, in the event of the above-outlined circumstances, for another use deemed as similar as possible to that originally intended.

Savings Provision
This agreement shall be interpreted by all respects by all parties concerned so as to insure that any gifts made to this Fund qualify as charitable contributions for Federal Income Tax purposes.

The donors agree to be legally bound by this promise to contribute a total of $xx,xxx to the Bloomsburg University Foundation, Inc. to fulfill the terms of this endowment agreement.

We, the undersigned parties, agree to these general rules and specific regulations, and consider them to be binding on all concerned:

Donor Date

Jerome J. Dvorak, Executive Director Date
Bloomsburg University Foundation

Two copies will be signed; one copy is to be retained by the donor, and the other will reside with the Foundation.

5. Estate Intention Form

Estate Gift Intention Form

In the Bloomsburg University (BU) community tradition of giving back, I wish to support the success of the students by making this commitment and joining in the generous and caring circle of people who have made provisions in their estate plans.

Estate Documentation

This is a confidential record. It enables the BU Foundation to ensure that your wishes are carried out, discuss intended purposes you may have for your gift, and, in some cases, obtain matching funds from charitable foundations and corporations thereby multiplying the effect of your gift. Please use the correct legal language to designate your gift. Estate provisions should be designated to "The Bloomsburg University Foundation, Inc.," EIN number 23-7088491.

My will/trust was signed on: ______________

My will/trust provides that $______________ or ______________% of the residue of my estate shall be bequeathed to the Bloomsburg University Foundation, Inc.

Family member or Executor name and contact info: ___________________________________

Attorney or Estate Planner name and contact info: ___________________________________

Please consider attaching a copy of the clause from your estate documents to this form, for our records.

☐ A copy of the clause arranging my donation is attached.

Gift Purpose

Please check one:

☐ My will/trust indicates that my estate gift is unrestricted.

☐ My will/trust indicates that my estate gift be used for the specific purpose of:

____

____

Recognition Preference

Please check one:

☐ I understand that announcing this gift may motivate others to give and I am willing to be publicly acknowledged as a member of the BU Legacy Society.

☐ I prefer that my membership in the BU Legacy Society is not listed or publicly acknowledged.

Donor Statement

I understand that I am not making a binding legal commitment upon my estate by submitting this Estate Gift Intention Form. My estate or trust documentation may make the gift binding or irrevocable if I choose to do so. If in the future the BU Foundation is no longer included in my estate plan, I will notify BU so that my record can be updated.

Donor name: ____________________________________ Class of: ____________

Spouse name: ____________________________________ Class of: ____________

Address: ____________________________________

____

City: ____________________________________ State: _____ Zip: ________

Phone: ____________________________________

Email: ____________________________________

Signature: ______________________________________Date: ____________________

Signature: ______________________________________Date: ____________________

Please return this form to:
Bloomsburg University Foundation
400 E. Second Street
Bloomsburg, PA 17815

For more information please call:
(570) 389-4128

Thank you so very much for your care and concern for the students here at BU!

6. Travel Request Form

Bloomsburg UNIVERSITY

Travel Approval Request

Traveler Information				Trip Information	
Traveler's Name:				Est. Departure Date/Time:	
Department Name:				Departure Location:	
Charge to Fund Center(s) #:				Est. Return Date/Time:	
Commitment Item #:				Destination:	
Normal Work Hours:		To		Passengers:	
Administrative Support Person:					

Purpose of Travel	Provisions for Classes During Absence

Description of Expenses and Estimated Cost

					Amount:
Conference Name:					
Hotel Name:					
Estimated Subsistence (overnight travel status only):					
Number of 24 hr periods:	0	$ 46.00	Current Subsistence (excluding High Cost)		
Additional Hours:	0		GSA Subsistence Rates by Location		
Subtract the number of meals provided during travel:					
Breakfast		21 percent of GSA	$ -		
Lunch		21 percent of GSA	$ -		
Dinner		58 percent of GSA	$ -		
					$ -
Meal Allowance:		Hours **prior** to normal work hours			
(non-overnight travel status)		Hours **after** to normal work hours	$ 8.00		$ -
Transportation Costs:					
Airline Name:					
Enterprise Rental Vehicle*:		Estimated cost per mileage calculator.			$ -
Personal Vehicle*:		Estimated Miles	Current Mileage Rate:	$ 0.555	$ -

* Please attach a copy of the mileage calculator to the approval request.

Traveler's Certification

I understand I may be personally responsible for any amount exceeding the pre-approved reimbursement amount.

Traveler's Signature: ______________________ Date: __________

Approvals

	Signature:	Date:	Fund Center:	Amount:
Supervisor/Department Chair:				
Dean (required for all Academic Travel):				
Budget Manager #1 (if different than Dean/Supervisor):				
Budget Manager #2 (if different than Dean/Supervisor):				
VP or Provost (required for all out of state travel for all divisions):				
President or Provost (required for all out of country travel for all division				

Budget Office Use Only:

Funds Reservation #: __________ **Total Travel Cost Approved:** __________