Gift Acceptance

University Policy

Applies to: Faculty, staff, donors of The Ohio State University, and donors of The Ohio State University Foundation

Responsible Office — University Advancement

POLICY

Issued: 06/10/2009
Revised: 07/01/2018

Generous donors support the students, faculty, staff, programs, and facilities that enable The Ohio State University to be a flagship public research university, a leader in scholarship, and a change agent for improving lives around the world. The university is committed to maintaining the highest levels of stewardship in handling **gifts** to and for its benefit. This policy governs the types of gifts the university and **The Ohio State University Foundation (foundation)** may accept, as well as how and by whom proposed gifts will be evaluated and processed.

Purpose of the Policy

To maintain the highest levels of stewardship, to ensure all gifts further the university's and the foundation's mission, and to comply with state and federal laws and reporting requirements.

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Definitions

Term	Definition
Contract	An agreement between the university or foundation and another party wherein the university or foundation agrees to provide specific goods or services in exchange for compensation. Contracts are not gifts or philanthropic grants.
Endowment funds	Funds that are invested and have been permanently restricted by the donor to be used in perpetuity, with annual distributions to be used as prescribed by the donor.

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Term	Definition
Gift	An irrevocable transfer of personal property (e.g., cash, securities, books, equipment) or real property (e.g., land, buildings) by a donor, either outright or through a planned/deferred gift vehicle, for the charitable purpose designated by the donor and without expectation of a tangible or direct economic benefit to the donor, with the exception of tax benefits and life income in the case of planned/deferred gifts. A gift implies no responsibility to provide the donor with a product, service, technical or scientific report, or intellectual property. This policy divides gifts into three types: complex gifts, outright gifts, and planned/deferred gifts.
Complex gifts	Gifts that require special review and consideration before the university or foundation will agree to accept such gifts.
Gift in Kind / tangible personal property	Any gift of property that is not real property, including, but not limited to, animals, art, automobiles, books, computers, food for an event, machinery, medical equipment, and intellectual property.
IRA charitable rollover	A transfer of funds from a donor's traditional or Roth IRA account directly to the foundation. Also referred to as a "qualified charitable distribution."
Real property	Any undeveloped or developed land as well as the property attached directly to such land, including both residential and commercial property (e.g., family homes, condominiums, apartment or commercial buildings, farms, and oil and gas interests).
Restricted Securities / Other business interests	Restricted Securities are thinly traded, non-publicly traded, closely held, or unmarketable securities, and other business interests are ownership interests in non-corporate business entities, such as partnerships and limited liability companies.
Outright gifts	Gifts that do not require special handling by the university or the foundation and are processed by the Advancement Records office without further consultation.
Cash	Banknotes, coins, checks, credit card payments, money orders, bank drafts, payroll deductions, electronic funds or wire transfers, and any other ready money equivalent. Cash gifts do not include any form of alternative currency (including cryptocurrency such as Bitcoin) that cannot be easily and immediately redeemed for cash.
Donor-Advised Fund	A charitable giving vehicle maintained by a public charity that allows a donor to make a contribution to that charity and receive an immediate tax deduction, and then recommend grants over time to any IRS-qualified public charity, including the foundation.
Matching gift	A gift that is made contingent on another donor's gift. Matching gifts are generally made by companies that agree to match gifts made by that company's employees, officers, and/or directors.
Philanthropic grant	The voluntary transfer of money, services, or property from a donor organization to support a particular university project that is generally an award received as the result of a written proposal. There is oftentimes a requirement that an accounting and/or report will be provided to the donor at the end of the project, but the donor has no expectation of receiving a direct economic benefit or the return of any goods or services in exchange for a philanthropic grant. Philanthropic grants do not normally require a detailed budget be provided to the grantor, or detailed terms and conditions governing the expenditure of the granted funds or ownership of

Term	Definition
	intellectual property, or involve work with human or animal subjects (grants with these types of requirements are generally sponsored research project grants).
Publicly traded securities	Any equity security traded on a national securities exchange.
Qualified sponsorship	Any payment of money, transfer of property, or performance of services by a company ("sponsor") where there is no arrangement or expectation that the sponsor will receive any substantial return benefit, other than the use or acknowledgement of the name or logo (or product lines) of the sponsor's trade or business. Sponsors may be corporations or other organizations that wish to sponsor a university event or initiative, such as a speaker series.
Planned/deferred gifts	Gifts that represent a donor's present decision to make a future gift, as evidenced through a written gift instrument.
Bequest	A gift from a donor's estate that is made by including language in the donor's will or living trust indicating that the donor wishes to leave a portion of their estate to the university or the foundation. Bequests may be made for a specific amount, a percentage of the donor's estate, or for all or a portion of what is left after other bequests have been made.
Charitable gift annuity	A contract between a donor and the foundation, whereby the donor transfers cash or property to the foundation in exchange for a partial tax deduction and a lifetime stream of income from the foundation.
Charitable lead trust (CLT)	An irrevocable trust that provides an income stream for the foundation for a term of years or the life of one or more individuals, with the remainder passing to a family member or other non-charitable beneficiary.
Charitable remainder trust (CRT)	An irrevocable trust that allows the donor and/or other beneficiaries to receive an income stream for a period of years or the life of one or more individuals, with the remainder of the assets passing to the university or foundation.
Life insurance policies	Contracts with insurance companies that, in exchange for premium payments, provide a lump-sum payment to named beneficiaries upon the insured's death.
Pledge	A good faith commitment to make a gift to the university or foundation, as evidenced through a written gift instrument.
Retirement plan assets	Funds held in retirement savings accounts, such as 401(k), 403(b), IRA and other qualified retirement plans.
Quasi-endowment funds	Funds that have been restricted by the board of trustees to be invested in the long-term investment pool in order to provide income over a long period of time.
Sponsored research project	A type of research project that involves a reciprocal relationship between the grantor and the university or foundation, with each party giving and receiving something of relatively equal value in the transaction. Sponsored research projects include a statement of work to be performed by the university in exchange for something of value, such as data, results, or intellectual property, and require a written sponsored research agreement (e.g., a grant, contract,

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Term	Definition
	or cooperative agreement). Sponsored research projects are handled by the Office of Sponsored Programs.
The Ohio State University Foundation (foundation)	An Ohio nonprofit corporation exempt under Section 501(c)(3) of the Internal Revenue Code and the primary fundraising organization for the university.

Policy Details

I. Scope of Policy. This policy applies to gifts, including **outright gifts**, **complex gifts**, and **planned/deferred gifts**, made to the university or foundation in furtherance of their shared charitable, educational, and scientific purposes. The policy does not apply to **sponsored research projects** or **contracts** for goods or services. See the Guidelines for Grants, Gifts and Contracts for further information on how to distinguish a **philanthropic grant** from a sponsored research project or contract.

II. General Provisions

A. Donors will be encouraged to direct gifts to the foundation rather than the university, except for gifts of **real property** or **gifts in kind/tangible personal property** that will be used by the university in a manner related to carrying out its purposes.

B. **Endowment Funds**. Gifts that meet minimum endowment funding levels may be endowed by the donor for use in perpetuity.

C. **Quasi-Endowment Funds**. The board of trustees may establish quasi-endowment funds meeting minimum endowment funding levels.

D. Naming Guidelines. Certain gifts may be recognized through the naming of academic entities and physical spaces, subject to the Naming Guidelines policy.

E. Foreign Donors. The university and foundation comply with federal and state laws regarding review and reporting requirements for gifts or grants from foreign sources, foreign governments, or foreign persons. Federal regulations require universities that receive Title IV funding to report certain gifts or contracts from foreign entities. Semi-annual reporting of foreign sources is coordinated by the Office of Student Financial Aid.

F. Donor Recognition. Appropriate recognition in any donor recognition societies, including, but not limited to, President's Club, Neil Legacy Society, and the Oval Society, may be extended to donors, unless declined in writing by a donor. Any such recognition will be at the university's discretion and subject to university policy or guidelines.

G. Donor Confidentiality. The university and foundation are proud of the gifts they receive and often times will share news of a gift with university publications and websites and other media sources, or will publicly acknowledge a donor by name. Donors who wish their gifts to be anonymous or do not want any such recognition must notify the university or foundation in writing and all such donor records will be kept confidential to the extent allowed by law. Ohio law requires the university and foundation to release donors' names as well as the date, amount, and terms of gifts if a public records request is received asking for such information.

H. Donor Obligations. Neither the university nor the foundation will provide legal or tax advice to donors, nor can the university or foundation guarantee whether any particular gift will be deductible for a particular donor. Donors are encouraged to seek such advice from their own counsel and professional consultants so that they are fully aware of all potential advantages or disadvantages of any particular gift as well as any documentation or reporting obligations that may be required of the donor (e.g., qualified appraisal or IRS Form 8283).

I. Donor Control. In order to ensure the deductibility of donors' gifts as well as comply with laws and ethical standards, gifts may not be controlled by a donor nor may a donor personally benefit from a gift, or have a role in influencing expenditures. All expenditures are made in accordance with the [Expenditures] policy. Donors may restrict gifts for a particular use, college, or unit within the university, but may not control how the gift is used.

J. Fees. Subject to the discretion of the university's board or trustees or the foundation's board of directors, fees may be assessed against gifts and grants.

III. Conflict of Interest. Gifts will not be accepted by the university or foundation if they would create a conflict of interest under any applicable university or university-approved foundation policy, Ohio Ethics Law, or under the Human Research Protection Program's Organizational Financial Conflicts of Interest policy and the Wexner Medical Center's Vendor Interaction policy.

IV. Outright Gifts. Outright gifts do not require special handling by the university or the foundation and may be processed by the Advancement Records office without further consultation. All outright gifts will be received and acknowledged by the foundation.

V. Complex Gifts. Complex gifts require special review and consideration before the university or foundation will agree to accept such a gift. The university or foundation will generally only accept gifts if: (i) the time and cost of handling the gift is not disproportionate to its expected value, (ii) the gift does not expose the university or foundation to excessive liability, and (iii) the university's or foundation's prospects for realizing **cash** from the asset are not distant or disproportionate to the current costs of holding the asset.

VI. Planned/Deferred Gifts. Planned/deferred gifts represent a donor's present decision to make a future gift, as evidenced through a written gift instrument. All planned/deferred gifts require confirmation of the gift through a gift agreement, commitment form, or other documentation from the donor. The university and foundation may renounce or disclaim a gift that flows through estate documents for any reason, including illiquidity, lack of marketability, holding costs, liability exposure, and unacceptable gift restrictions.

VII. Gift Receipts

A. Advancement Records will provide gift receipts when required, which will include, at a minimum, all information required by the IRS in order for donors to claim a tax deduction for their gifts.

B. Neither the university nor the foundation will provide gift receipts for contributions of personal or volunteer services, software licenses, partial interests in property (e.g., use of property or facilities, such as hotel rooms, time shares, beach houses, and rounds of golf), free advertising or promotion of the foundation or university, or pledges. However, the university may, at its discretion, provide certain recognition for such contributions.

PROCEDURE

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I. Documentation. All gifts, including outright gifts, complex gifts, and planned/deferred gifts, must be documented through a written gift instrument (e.g., gift agreement, memorandum of understanding, check, commitment form, online form, or other written documentation) that includes: (i) a description of the gift; (ii) any donor restrictions on the use of the funds; (iii) whether the funds are endowed or for current use; and (iv) any other information necessary to fully document the donor's wishes (e.g., whether the donor wishes to be acknowledged by name or not). Documentation and acceptance procedures are detailed in the sections below.

II. Charitable Restrictions. Whether the funds are to be used at the discretion of a particular college or unit, or for something more specific, the development officer must work closely with the donor to craft a clear statement outlining how the donor's gift may be used. Especially in regards to endowed funds, consideration must be paid to the possibility of changed circumstances over time and flexibility should be built into any restrictions. Neither the university nor the foundation will accept a gift that is restricted for any unlawful purpose or purpose that is contrary to the policies of the university, or that allows the donor to derive personal benefit from the gift.

III. Endowment and Quasi-Endowment Funds

A. Endowment Funds. Endowment funds are invested in the university's Long Term Investment Pool and annual distributions are made according to the Investment policy and Fund Transfers – General Ledger policy, each as amended from time to time. Exceptions to minimum endowment funding levels may be permitted for certain estate gifts upon the recommendation of the Estate and Gift Planning office and ultimate discretion of the senior vice president for Advancement in consultation with the senior vice president for Business and Finance.

B. Quasi-Endowment Funds. Quasi-endowment funds are invested in the Long Term Investment Pool and annual distributions are made according to the Investment policy. Unlike endowment funds, the board of trustees may choose to release restrictions on quasi-endowment funds at its discretion, however, in order to allow for stability and long term planning in the Long Term Investment Pool, quasi-endowment funds should only be established when there is an expectation that the funds will remain in the Long Term Investment Pool for an extended period of time. The minimum investment period for funds transferred to the Long Term Investment Pool is governed by the Fund Transfers – Unrestricted to Endowment policy. Quasi-endowment funds must be identified as such either in the fund name or description.

IV. Acceptance Procedures for Outright Gifts

A. Cash

1. The Advancement Records office may receive cash gifts and will issue receipts to donors for such gifts without further review or consultation. Cash gifts received in other departments must be directed to the Advancement Records office.
2. Cash gifts are valued at their face value.

B. **Publicly Traded Securities**

1. Development officers may provide donors with transfer instructions, or direct donors' brokers to contact the Advancement Records office for transfer instructions.
2. Publicly traded securities are valued at their fair market value on the date they are received in the foundation's brokerage account (the "Valuation Date"). The fair market value is the average of the highest and lowest quoted selling price of the securities on the Valuation Date. If there were no sales on the Valuation Date, the fair market value will be determined by taking the weighted average of the highest and lowest sales on the nearest date before and the nearest date after the Valuation Date, within a reasonable period.
3. The Advancement Records office may receive gifts of publicly traded securities and will issue receipts to donors for such gifts without further review or consultation.
4. The Advancement Records office will notify the Treasurer's Office of all gifts of publicly traded securities, and transfer any stock certificates to the Treasurer's Office as soon as practicable. The Treasurer's Office, on behalf of the foundation and at its sole discretion, will sell such gifts as soon as practical, generally within one business day, taking into account liquidity, daily volume, and transaction processing.

C. Gifts from **Donor-Advised Funds**

1. The Advancement Records office may receive donor-advised fund gifts without further review or consultation. Donor receipts are not required. This includes gifts from The Ohio State University Foundation Donor-Advised Fund, which is a fund held at The Columbus Foundation for the benefit of the foundation.
2. Gifts from donor-advised funds are valued at their face value as of the date of the gift.
3. Pursuant to IRS rules, the donor-advised fund advisor(s) may receive no more than an incidental benefit from any donor-advised fund gift.
4. A donor's intention to recommend gifts from a donor-advised fund should be documented with a memorandum of understanding.

D. **Qualified Sponsorships**

1. Qualified sponsorships will be evaluated on a case-by-case basis by the college or unit benefitting from the gift, Gift Agreement Services, the Office of Legal Affairs, and the Advancement Corporate Relations office.

2. A qualified sponsorship will be valued at its face value. If any benefits are provided to the sponsor, other than qualified sponsorship recognition, the value of the sponsorship amount will be reduced by the value of return benefits provided to the sponsor.
3. Sponsor recognition may include use or acknowledgment of the sponsor's name, logo, website, or product lines, but may not include advertising (i.e., identifying the sponsor's products or services through messages that contain qualitative or comparative language, price information, or other indications of savings or value, endorsements, or inducements to purchase, sell, or use the sponsor's products or services). If a sponsor wishes to purchase advertising, they must contact the Office of Trademark and Licensing Services.
4. Sponsorships may not be contingent upon the level of attendance at an event, broadcast ratings, or other factors indicating the degree of public exposure to one or more events.

E. **Matching Gifts**

1. The Advancement Records office may receive and acknowledge matching gifts without further review or consultation, and may verify matching gift claims.
2. Matching gifts are valued at face value.
3. Unless otherwise indicated by the matching donor, matching gifts will follow the designation of the matched donor's gift.
4. For company matched gifts, it is the responsibility of the individual donor to request a matching gift from the company; such gifts are credited to the individual donors for recognition purposes, including meeting minimum endowment funding levels.

V. Acceptance Procedures for Complex Gifts

A. Gifts in Kind/Tangible Personal Property

1. Gifts in kind will be evaluated on a case-by-case basis.
2. The university may accept a gift in kind only when it intends to retain and use the gift in furtherance of the university's charitable and educational purposes, provided the cost and risk of accepting the gift do not outweigh the benefit of accepting the gift. The foundation may only accept a gift in kind when it is something the university has determined it cannot use, but can be readily liquidated for the benefit of the university.
3. For gifts to the university, the Advancement Records office, with approval of the development officer and the head of the college or unit that will use the gift, may accept gifts in kind valued at less than $50,000. Gifts in kind to the university valued at $50,000 or more must also be approved by the senior vice president for Business and Finance, in consultation with the Treasurer's Office, Estate and Gift Planning, and Office of Legal Affairs.
4. The foundation may accept a gift in kind only with the intent to sell it. Gift acceptance is at the discretion of the president of the foundation in consultation with the Treasurer's Office, Estate and Gift Planning, and Office of Legal Affairs, and the college or unit that will benefit from the gift. Required due diligence before accepting such a gift includes, but is not limited to: (i) review of a complete and current description of the property; (ii) determination of the marketability of the property; (iii) preparation and review of a financial plan detailing all costs associated with accepting and selling the property; and (iv) any other information or documentation necessary for the foundation to make a fully informed decision about the potential risks and benefits of accepting any particular item.
5. Certain gifts in kind will be subject to additional review and approval guidelines or policies (such as the Art Acceptance and Conservation Guidelines, Vehicle Gift-in-Kind Policy, and the University Library's special collections' procedures) or specific documentation requirements (such as those for construction-related gifts in kind).
6. Donors who wish to claim a charitable deduction for any gift in kind with a fair market value of more than $5,000 must secure a qualified appraisal at their expense. Gifts with a fair market value of $5,000 or less, or gifts with a fair market value of more than $5,000 for which a donor does not wish to take a deduction, may be valued based on the donor's appraisal, the value declared by the donor (a copy of either a paid bill of sale or invoice and a copy of a check or credit card statement showing payment is

recommended), or a value determined by a qualified expert on the faculty or staff of the university or foundation. This value will be used for the university's and foundation's recording purposes only; it will not be used for donor deductibility purposes. If an appraisal, or other documentation determined acceptable by the university or foundation, is not provided, the gift will be recorded at $1.00, and the value will be adjusted when the appraisal is provided or the property is sold.

7. Donors should be advised of their responsibility to complete IRS Form 8283, *Noncash Charitable Contributions*. Advancement Records will complete the donee acknowledgement section of a completed IRS Form 8283.
8. Development officers should inform donors that the university or foundation may choose to sell or dispose of the property, and that any sale or disposition occurring within three years of the date of the gift will be reported to the IRS on Form 8282, *Donee Information Return*.

B. Real Property

1. Gifts of real property will be evaluated for recommendation of acceptance on a case-by-case basis by the Treasurer's Office, Estate and Gift Planning office, and the Office of Legal Affairs, with assistance from the Planning and Real Estate ("PARE") office when appropriate. In general, but at the ultimate discretion of the senior vice president for Business and Finance, if real property is accepted with the intent to sell the property, it will be received and acknowledged by the foundation upon the approval of the president of the foundation and the senior vice president for Business and Finance. If real property is accepted with the intent to retain the property for use by the university, it will be received and acknowledged by the university upon the approval of the senior vice president for Business and Finance and subject to the Board of Trustees Review and Approval of Facilities Improvement Projects and Real Estate Transactions policy. This policy requires prior approval of the board of trustees to accept any real property gifts to the university, which will be sought only after all internal review, approvals, and documentation have been completed.
2. Gifts of real property will only be considered if they have a value of at least $100,000. Donors must secure a qualified appraisal at their expense. If an appraisal is not provided, the gift will be recorded at $1.00 and the value will be adjusted when the appraisal is provided or the property is sold. The university or foundation may choose to secure an additional appraisal, but any such appraisal may not be used by the donor for purposes of their tax returns or otherwise.
3. The development officer must contact the Estate and Gift Planning office as soon as reasonably possible whenever there is a proposed gift of real property.
4. Estate and Gift Planning will work with the Treasurer's Office, the college or unit benefitting from a gift of real property, and the Office of Legal Affairs, with assistance from PARE when appropriate, to conduct the due diligence necessary to determine whether or not to recommend that the property be accepted.
   a. Required due diligence before accepting real property includes, but is not limited to: (i) a site visit; (ii) determination of market value and marketability of the property; (iii) review of environmental risks, including securing Phase I and Phase II Environmental Site Assessments, as needed; (iv) title search; (v) survey; (vi) appraisal; (vii) review of all carrying costs associated with the property; (viii) preparation and review of a financial plan detailing all costs associated with accepting and selling the property (if being considered by the foundation) or accepting and retaining the property (if being considered by the university); and (ix) any other information or documentation necessary for the university or foundation to make a fully informed decision about the potential risks and benefits of accepting any particular property.
   b. The costs associated with completing the required due diligence, including the cost of securing a survey or required environmental assessments, for example, will be paid by the donor or the college or unit that will benefit from the acceptance of the property.
5. Bargain sales (i.e., purchasing an asset from a donor for less than fair market value) will only be considered if the university intends to retain the property for its use. The university will not consider

bargain sales that would require the university to accept property subject to outstanding debt. The foundation will not accept bargain sales.

6. Donors should be advised of their responsibility to complete IRS Form 8283, *Noncash Charitable Contributions*. Advancement Records will complete the donee acknowledgement section of a completed IRS Form 8283.
7. Development officers should inform donors that the university or foundation may choose to sell or dispose of the property, and that any sale or disposition occurring within three years of the date of the gift will be reported to the IRS on Form 8282, *Donee Information Return*.

C. **Restricted Securities** and **Other Business Interests**

1. Gifts of restricted securities and other business interests will be evaluated of a case-by-case basis by the Estate and Gift Planning office, the Treasurer's Office, and the Office of Legal Affairs.
2. It is the donor's responsibility to have the securities or other business interests valued by a qualified independent appraiser, as required by the IRS.
3. Any such gifts will be received and acknowledged by the foundation, upon the approval of the president of the foundation and the senior vice president for Business and Finance.
4. The development officer must contact the Estate and Gift Planning office as soon as reasonably possible whenever there is a proposed gift of restricted securities or other business interests. The development officer must secure from the donor: (i) a written description of the proposed gift; (ii) current appraisal of the fair market value of the proposed gift; (iii) any available information indicating the marketability of the proposed gift; (iv) audited financial statements and/or tax returns of the underlying corporation or other business entity; (v) governing documents of the underlying business entity; (vi) any applicable shareholder or buy-sell agreements; (vii) description of any restrictions on transfer of interests; and (viii) any other information necessary to fully evaluate the gift.
5. The Estate and Gift Planning office will work with the Treasurer's Office and the Office of Legal Affairs to conduct the necessary due diligence to determine whether or not the foundation will accept a proposed gift of restricted securities or other business interests and will weigh factors such as the administrative obligations to be assumed by the foundation (e.g., monitoring a partnership for unrelated business income), whether distributions will be sufficient to justify administrative costs or other expenses, whether there are obligations to make capital contributions, whether the foundation could be held liable for the debts of the business interest, whether it is adequately capitalized and insured, and any other factors relevant to making a well-informed decision.
6. If such a gift is accepted, the Treasurer's Office, on behalf of the foundation, will attempt to sell the securities or other business interest as soon as practical.

D. **IRA Charitable Rollover**

1. IRA charitable rollovers will be received and acknowledged by the foundation.
2. Under current law, if a donor is age 70½ or older on the date of the gift, the donor is permitted to transfer up to $100,000 a year to the foundation without recognizing the distribution as taxable income.
3. IRA charitable rollovers will be valued at their face value as of the date of transfer.
4. Development officers must notify the Estate and Gift Planning office of proposed IRA charitable rollovers as soon as reasonably possible.
5. Donors may designate the area at the university that they wish the rollover to support.
6. IRA charitable rollovers may not be directed to a donor-advised fund and may not be used to create any life income gifts (e.g., charitable remainder trusts).
7. IRS rules prohibit donors from receiving any benefits in return for IRA charitable rollovers, including membership in donor societies and any athletic ticket points, rights to purchase athletic tickets, or other benefits.
8. Advancement Records will provide donors with a gift acknowledgment letter from the foundation that states the gift qualifies as a qualified charitable distribution from an IRA and no tax deduction is available.

VI. Acceptance Procedures for Planned/Deferred Gifts

A. **Bequests**

1. Donors may designate the university or foundation as the beneficiary of a bequest in their estate planning documents, but should be encouraged to name the foundation (as opposed to the university).
2. The development officer must work with the donor and Estate and Gift Planning office to develop a gift agreement or other written documentation outlining the donor's wishes for the future gift, and will contact Estate and Gift Planning immediately for any unusual bequests of property, non-cash items, or issues regarding trustees or executors.
3. Bequests will be valued based on the underlying gift type (e.g., cash, publicly traded securities, or real property).
4. Estate and Gift Planning will provide suggested estate planning language for the donor and their advisors to review and consider.
5. If possible, the development officer should obtain a copy of the portion of the donor's estate planning document naming the university or foundation as beneficiary.
6. Bequest distributions are handled by Estate and Gift Planning and any correspondence must be immediately directed to that office.

B. **Charitable Gift Annuities**

1. Only the foundation may issue a charitable gift annuity.
2. Charitable gift annuities are valued at the present value of the remainder interest. A donor's deduction may, however, be reduced under the percentage limitation and reduction rules as described in Section 170 of the Internal Revenue Code.
3. Estate and Gift Planning is responsible for preparation of charitable gift annuity agreements and associated gift agreements.
4. The minimum amount of a new gift annuity is $10,000 for most donors, and $5,000 for repeat donors and retired faculty and staff.
5. Gift annuities funded by property other than cash or publicly traded securities are not recommended and will be accepted only upon the approval of the Estate and Gift Planning office, the Treasurer's Office, and the Office of Legal Affairs.
6. State registration requirements must be adhered to in those states whose insurance or other laws and regulations so require.

C. **Retirement Plan Assets**

1. Donors may designate the university or foundation as the beneficiary of their retirement plans on their retirement plans' beneficiary designation forms, but should be encouraged to name the foundation (as opposed to the university).
2. The development officer must work with the donor and Estate and Gift Planning to develop a gift agreement or other written documentation outlining the donor's wishes.
3. Retirement plans will be valued at face value at time of transfer.
4. If possible, the development officer should obtain a copy of the portion of the donor's beneficiary designation form naming the university or foundation as a beneficiary.

D. **Charitable Remainder Trusts** and **Charitable Lead Trusts**

1. Development officers must work with Estate and Gift Planning when a donor wishes to name the foundation as a beneficiary of a charitable trust.
2. CRTs are valued at the present value of the remainder interest. CLTs are valued at the present value of the income interest.
3. The remainder interest of a CRT must be at least 50% of the projected 3% annual inflation-adjusted original principal.
4. Estate and Gift Planning, in conjunction with the Treasurer's Office, accepts charitable trusts on behalf of the foundation when the foundation is trustee. The university will not serve as trustee of a charitable trust.

5. In the event real estate is transferred to a CRT, it is preferred that the donor or other donor representative serve as trustee until the real estate is sold, but the foundation may serve as trustee if requested by the donor.
6. Distributions from CRTs not trusteed by the foundation, and distributions from CLTs will be accepted and processed based on the type of assets distributed and restrictions, if any, applicable to the gift.
7. The foundation may choose to have charitable trusts administered by a third party administrator.

E. **Life Insurance Policies**
1. Development officers must work with Estate and Gift Planning when a donor wishes to make a gift of life insurance.
2. Life insurance policies with outstanding premiums will be valued at the lesser of the policy's fair market value or the donor's cost basis. Fully "paid up" policies will be valued at the lesser of the donor's cost basis or the policy's replacement cost.
3. A life insurance policy will be accepted only if it is an irrevocable policy and complete ownership and control is transferred to the foundation.
4. The policy must be a whole or universal life policy with a death benefit of no less than $100,000.
5. The policy must be a first or second to die policy.
6. The policy must be "paid up" or the donor must agree to pay no less than the minimum level of annual premium required to keep the policy in full force and effect to maturity, as periodically determined by the foundation's in-force review of the policy.
7. If the policy is in existence when gifted, the policy may not have any outstanding loans as of the date of the gift.
8. There must be a fully signed insurance gift agreement, a copy of which must be on file with the foundation, which includes, at a minimum: (i) the foundation's acknowledgement of ownership of the policy and (ii) the right of the foundation to cash in the policy.
9. If the donor does not pay the required premiums to keep the policy in full force, the policy may be surrendered and the donor's recognition will be decreased to the surrender value of the policy.
10. Donors may name the university or foundation as a primary or contingent beneficiary of life insurance policies they own, including term policies, which will not be counted as a gift until the money is received. Such policies should be confirmed with written documentation and will be counted as revocable bequests. If possible, the development officer should obtain a copy of the portion of the donor's beneficiary designation form naming the university or foundation as a beneficiary.

F. Pledges
1. Pledges will be received and acknowledged by the foundation.
2. Pledges must be documented with a gift agreement, memorandum of understanding, or other written gift instrument that includes the terms and length of the pledge. Pledges resulting from the student calling center or from online giving sites are exempt from the written agreement requirement because these pledges typically do not have special restrictions or stewardship requirements.
3. A pledge payment period will be no longer than five years, unless an exception is made by the senior vice president for Advancement or his/her designee.
4. Pledges from the phone and online systems are recorded electronically and are setup with automatic reminder schedules accordingly.
5. Pledge payments for an endowment pledge will be held in a pending endowment fund until at least the minimum endowment funding level is received. Other than required fees, no expenditures will be made from pending endowment funds.
6. If a pledge intended to meet a minimum endowment funding requirement is not fully realized during the pledge period, the fund will be converted to a current use fund.
7. Pledges will not qualify a donor for certain recognition societies or programs. However the university recognizes pledges when considering a donor's total lifetime giving.

G. Gifts from the Ohio State University Foundation Donor Advised Fund at The Columbus Foundation (TCF)
1. The donor must work with Estate and Gift Planning, in conjunction with TCF, to establish the fund.

2. Minimum funding amount is $10,000.
3. Donors must designate at least 50% of their gift to one or more areas at the university.
4. Pursuant to IRS rules, the donor-advised fund advisor(s) may receive no more than an incidental benefit from any donor-advised-fund gift.
5. TCF will issue gift receipts to the donors.
6. The gift must be documented with a signed gift instrument. The gift instrument must designate what areas at the university will benefit if any funds are left at the termination of the fund.
7. See Procedure IV.C. for the procedures once TCF makes a distribution from the fund.

VII. Exceptions. Exceptions to this policy or unresolved issues will be considered on a case-by-case basis by the senior vice president for Advancement, who will make a decision to accept, reject, or escalate the gift discussion, in consultation with university and foundation leaders, or the Gift Acceptance Committee as appropriate.

A. Gift Acceptance Committee. The Gift Acceptance Committee may be convened by and at the discretion of the senior vice president for Advancement. The Gift Acceptance Committee will be comprised of at least three individuals, one of whom must be the senior vice president for Business and Finance.

Responsibilities

Position or Office	Responsibilities
Advancement Records	1. Receive gifts and issue receipts to donors 2. Notify the Treasurer's Office of gifts of publicly traded securities, and transfer any stock certificates to the Treasurer's Office 3. Complete donee acknowledgment section of a completed IRS Form 8283 4. Provide donors with gift acknowledgment letters for IRA charitable rollovers
College/Unit that will use/benefit from the gift	1. Consult with Gift Agreement Services, the Office of Legal Affairs, and the Advancement Corporate Relations office regarding qualified sponsorships 2. Approve acceptance of gifts in kind
Corporate Relations	Advise about qualified sponsorships
Development Officer	1. Work with donor to understand and document how a gift may be used 2. Approve acceptance of gifts in kind valued at less than $50,000 3. Inform donors who provide gifts in kind or gifts of real property that the foundation or university may choose to sell or dispose of the property 4. Contact Estate and Gift Planning as soon as reasonably possible whenever there is a proposed complex gift or planned/deferred gift and work with Estate and Gift Planning to appropriately document such gift
Estate and Gift Planning	1. Advise about acceptance of gifts in kind valued at $50,000 or more 2. Conduct due diligence and make recommendations about proposed gifts of real property 3. Evaluate potential gifts of restricted securities or other business interests 4. Provide suggested estate planning language for the donor and advisors to consider 5. Handle bequest distributions 6. Prepare charitable gift annuity agreements and associated gift agreements 7. Review and advise about proposed gift annuities funded by property other than cash or publicly traded securities 8. Accept charitable trusts on behalf of the foundation when the foundation is trustee 9. Coordinate with the donor and The Columbus Foundation on gifts from the Ohio State University Donor Advised Fund at The Columbus Foundation
Gift Agreement Services	1. Advise about qualified sponsorships 2. Create and manage gift agreements, memoranda of understanding, or other written gift documentation
Office of Legal Affairs	1. Advise about qualified sponsorships 2. Advise about acceptance of gifts in kind valued at $50,000 or more 3. Conduct due diligence and make recommendations about proposed gifts of real property 4. Evaluate potential gifts of restricted securities or other business interests 5. Review and advise about proposed gift annuities funded by property other than cash or publicly traded securities

Applies to: Faculty, staff, donors of The Ohio State University, and donors of The Ohio State University Foundation

Position or Office	Responsibilities
Planning and Real Estate Office	Provide assistance as appropriate to support the evaluation of proposed gifts of real property
President of the Foundation	Approve acceptance of complex gifts on behalf of the foundation
Senior Vice President for Advancement	Consider exception on a case-by-case basis and make decision to accept, reject, or escalate the gift discussion, in consultation with university leaders and the Gift Acceptance Committee as appropriate
Senior Vice President for Business and Finance	1. Approve acceptance of gifts in kind valued at $50,000 or more 2. Approve gifts of real property 3. Approve gifts of restricted securities or other business interests 4. Advise about requests for exceptions and participate in Gift Acceptance Committee as appropriate
Student Financial Aid	Coordinate reporting related to gifts from foreign sources
Treasurer's Office	1. Sell gifts of publicly traded securities as soon as practical 2. Advise about acceptance of gifts in kind valued at $50,000 or more 3. Conduct due diligence and make recommendations about proposed gifts of real property 4. Evaluate potential gifts of restricted securities or other business interests, and if accepted, attempt to sell the securities or other business interest as soon as practical 5. Review and advise about proposed gift annuities funded by property other than cash or publicly traded securities 6. Consult on acceptance of charitable trusts on behalf of the foundation when the foundation is trustee

Resources

University Policies

Board of Trustees Review and Approval of Facilities Improvement Projects and Real Estate Transactions, 3.30, ap.osu.edu/sites/default/files/330_bot-review-approval.pdf
Check Acceptance, 5.13, busfin.osu.edu/sites/default/files/513_checkacceptance.pdf
Expenditures, 4.11, busfin.osu.edu/sites/default/files/411_expenditures.pdf
Fund Transfers–General Ledger, 4.31, busfin.osu.edu/sites/default/files/431_fundtransfersgeneralledge.pdf
Fund Transfers–Unrestricted to Endowment, 4.32, busfin.osu.edu/sites/default/files/432_fundtransfersunrestrictedfundsendowment.pdf
Investment, 5.90, busfin.osu.edu/sites/default/files/590_investmentpolicy.pdf
Naming Guidelines, advancement.osu.edu/assets/files/Naming_Guidelines.pdf
Vehicle Gift-in-Kind, 2.74, ap.osu.edu/sites/default/files/274_vehicle-gift-in-kind.pdf

Other University Governance Documents and Resources

Art Acceptance and Conservation Guidelines, artsinitiative.osu.edu/sites/artsinitiative.osu.edu/files/Art%20Acceptance%20and%20Conservartion%20Guidelines%20.pdf
Guidelines for Grants, Gifts and Contracts, osp.osu.edu/development/sponsors/guidelines-for-grants-gifts-and-contracts/
Human Research Protection Program's Organizational Financial Conflict of Interest policy, orc.osu.edu/files/Organizational-Financial-Conflicts-of-Interest.pdf
Wexner Medical Center's Vendor Interaction Policy, medcensearch.osumc.edu/sites/policies/Documents/VendorInteractionPolicy.pdf

Additional Guidance and Forms

Ways to Give, osu.edu/giving/how-to-give/ways-to-give.html
Giving Form (for new gifts/pledges), advancementintranet.osu.edu/fundraisertoolkit/Documents/Giving%20Form.pdf
Matching Gifts, osu.edu/giving/how-to-give/matching-gifts.html
Endowments, osu.edu/giving/how-to-give/endowments/endowments-explained.html

Applies to: Faculty, staff, donors of The Ohio State University, and donors of The Ohio State University Foundation

Estate and Gift Planning, ohiostate.giftplans.org/
Bequest Language, ohiostate.giftplans.org/pdf/Bequest_Language.pdf

Contacts

Subject	Office	Telephone	E-mail/URL
Complex Gifts	Estate and Gift Planning	614-292-2183 800-327-7907	giftplan@osu.edu ohiostate.giftplans.org/
Endowed Gifts	Gift Agreement and Endowment Services	614-292-2441	osu.edu/giving/how-to-give/endowments/endowments-explained.html
Outright Gifts	Advancement Records	614-292-2141	gifts@osu.edu osu.edu/giving/
	Estate and Gift Planning	614-292-2183 800-327-7907	giftplan@osu.edu ohiostate.giftplans.org/
Planned/Deferred Gifts	Estate and Gift Planning	614-292-2183 800-327-7907	giftplan@osu.edu ohiostate.giftplans.org/

History

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