

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

**FISCAL POLICY**

**SUBJECT:** Donations & Gift Policy

**POLICY:** The USU management team is authorized to initiate cash and/or Equipment donations or approve requests for cash and equipment donations from entities and individuals. Equipment includes computers, computer peripherals, furniture & fixtures, and any other equipment that is deemed obsolete or surplus.

The Board of Directors may authorize donations by means of the Board of Directors (BOD) Gift Program. The guidelines for the BOD Gift Program are described in the Procedures section of this Policy.

The following are authorized funding sources for cash donations:

1. Cash balances on account at the CSUN Foundation
2. Unallocated reserves in the operating budget
3. Operating Surplus

The USU is authorized to donate cash and/or equipment to the following types of organizations and entities:

1. Entities of California State University, Northridge
  - a. Colleges, departments, academic centers, and institutes
  - b. Auxiliary organizations
  - c. Enterprise areas e.g., Extended Education, Health Facilities, Housing, and Parking.
2. Other California State University campuses and auxiliary organizations.
3. Government agencies e.g., schools, cities, counties, and the State of California.
4. Not for profit organizations with a 501(c) (3) designation from the Internal Revenue Service.

5. Private universities.
6. Private K-12 schools.
7. Enrolled CSUN students authorized to receive grants from the Veterans Emergency Fund or funds from any other grant programs established by the USU.

Cash donations greater than or equal to \$5,000 must be approved by the USU Board of Directors contingent upon the USU's financial position and other priorities.

Cash donations of less than \$5,000 must be approved by the Executive Director/designee after consultation and agreement with the USU Board Chair and Associate Vice President for Student Life.

Emergency cash donations for student veterans can be allocated from the USU's Veterans Emergency Fund and shall only require the approval from the Executive Director/designee.

Equipment donations must be approved in writing by the Executive Director/designee.

#### **POLICY EXCEPTIONS**

The USU Executive Director/designee is authorized to approve limited exceptions to this policy which must be documented in writing.

*Recommended by the Finance Committee on April 11, 2019.*

*Approved by the University Student Union, Board of Directors on April 15, 2019.*

## **BOARD OF DIRECTORS GIFT PROGRAM PROCEDURES**

*This procedure applies only to the California State University, Northridge entities listed in the policy section.*

### **Pre-Award Phase**

An Ad Hoc Committee is created by the Board to provide oversight for the Gift Program for the current fiscal year.

The members of the Ad Hoc Committee are the Executive Director/designee, the USU Board Chair/designee, and a student Board member appointed by the Board Chair.

The campus community is informed about the Gift Program and are invited to complete and submit The BOD Gift Program Application by the predetermined deadline.

The applications are reviewed by the Ad Hoc Committee and makes recommendations on which applications to approve and how much funding each gift applicant should receive. Preference will be given to applications with requests that are the most consistent with the mission of the USU, providing support to underserved communities.

### **Award Phase**

An Action Item from the Ad Hoc Committee is placed on the BOD agenda to consider approval of the recommended applicants and how much funding each recommended applicant will receive.

After the action item has been approved by the BOD, gift recipients are notified, and arrangements are made to transfer the gift fund amount to each recipient.

### **Post-Award Phase**

No later than six months after the gift has been awarded, the gift recipient will submit the BOD Gift Accountability Form for the Board's review. The following information will be provided:

1. A summary of how the gift positively impacted the lives of CSUN students.
2. The total amount of CSUN students served.
3. An accounting of how the gift funds were spent and, if there are any gift funds remaining, when and how the balance will be expended.

At its discretion, the Board may request subsequent additional accountability reports from gift recipients every six months up until the time the gift recipient has expended the gift in its entirety.

**Reallocation of Gift Funds**

BOD Gift Program recipients are authorized to use gift funds for the purpose specified in the BOD Gift Application Form. Any reallocation of gift funds for any other purpose than was specified must be approved by the Board of Directors.