

# Christopher Newport University

## **Policy: CNU Charitable Giving to CNUEF Policy**

### **Policy Number: 4050**

Executive Oversight:	Vice President for University Advancement
Contact Office:	Vice President for University Advancement
Frequency of Review:	Biennially
Date of Last Review:	February 2021

#### **A. PURPOSE**

Provide donors with clear instructions regarding Christopher Newport University's intention that all charitable contributions be directed to the Christopher Newport University Education Foundation, Inc. (CNUEF).

#### **B. POLICY STATEMENT**

All charitable giving should be directed to CNUEF. All charitable gifts are processed and received by the Office of University Advancement and deposited with and managed by CNUEF. If giving is directed to other entities but intended for CNUEF, steps will be taken to properly verify and record the intent of the donors and direct the charitable gifts to CNUEF.

#### **C. PROCEDURES**

1. Print materials and online pages on the Christopher Newport website used for solicitation of charitable gifts will include the disclaimer: "All charitable donations to Christopher Newport University are deposited with the CNU Education Foundation, Inc." and will include the instructions: "Please make all checks payable to the CNU Education Foundation, Inc." Such donations will be deposited into the charitable gift fund designated by the donor or such fund that matches donor intent as closely as possible. If no charitable gift fund is specified, the gift will be posted to the Area of Greatest Need Fund. Furthermore, all charitable gift receipts will include the disclaimer: "All charitable donations to Christopher Newport University are deposited with the CNU Education Foundation, Inc."
2. From time to time, charitable gifts are received where it is likely that the donor intends the gift to be deposited with the CNUEF, but has made a check payable to Christopher Newport or another entity of the University. Such gifts received under the following circumstances will be processed as charitable gifts and deposited with the CNUEF:
  - a) Charitable gifts received in response to donation solicitations.
  - b) Charitable gifts in an amount under \$1,000.

- c) Charitable gifts received of any amount that are clearly directed to an existing charitable gift fund held by CNUEF, such as an endowment or scholarship.
3. From time to time, charitable gifts that do not fall under the conditions in paragraph 2 are received where it is likely that the donor intends the gift to be deposited with CNUEF, but has made a check payable to Christopher Newport or another entity of the University. Such gifts will require the following steps before they can be processed as charitable gifts and deposited with the CNUEF:
- a) The donor will be contacted by a Christopher Newport Advancement staff member by phone or email to obtain a written summary of the donor's intent to direct said gift to the CNUEF or to obtain a replacement check.
    - i) The donor may respond to an email to affirm intent.
    - ii) The caller (Advancement staff) may document in writing the donor's verbal response.
    - iii) The donor may choose to have the check returned, and to replace said check with one written to CNUEF.
    - iv) The charitable gift fund designated by the donor will also be confirmed at this time.
  - b) If intent is confirmed, or a replacement check written to CNUEF is obtained, steps taken will be documented, and the gift will be processed and deposited with the CNUEF.
  - c) Notwithstanding the above, gifts may be made directly to the University, except endowments.

#### **D. AUTHORITY**

The Vice President for University Advancement shall monitor adherence to this policy. The Vice President for University Advancement and the Controller of the CNUEF may jointly propose changes to this policy for approval by the Policy Committee.

#### **E. INTERPRETATION**

The Vice President for University Advancement is responsible for clarifying and interpreting this policy.

#### **F. APPROVAL AND REVISIONS:**

**Approved by:** Policy Committee, March 1, 2017

**Revision #1:** Policy Committee, June 13, 2018

#### **G. NEXT REVIEW DATE:** Winter 2023