Gift Acceptance & Donor Recognition Policy

October 2015

Attached is a copy of the proposed Wittenberg University ("the University") Gift Acceptance and Donor Recognition Policy.

The purpose of this document is to give the University a standardized procedural approach to fundraising, the proper valuation of gifts and donor recognition. All members of the University community are expected to know and follow the policies, procedures and guidelines contained in this document. Therefore, all members of the University community should become familiar with its contents.

Three key points should be emphasized:

1. All members of the University community are expected to obtain approval any and all formal and/or informal gift solicitations with the Vice President for University Advancement of the University, or their designee, prior to making any such contact with current or prospective donors (this includes individuals, corporations, foundations and government bodies).

2. If, on behalf of the University, any member of the University community receives any gift to the University (including but not limited to cash, checks, securities, property, or other items) it is essential that the Office of University Advancement be notified immediately. It is also essential that all letters, certificates, or other documents relating to such gifts, including the envelope in which it arrived with post-marks intact, be saved and forwarded to the Office of University Advancement. This is to ensure that all gifts are credited to the appropriate University account, and to further ensure that the University complies with all legally mandated gift acknowledgement procedures.

3. If you have any questions or are in doubt about a particular point, please contact the Office of University Advancement at (937) 327-7430 development@wittenberg.edu

Thank you for your cooperation.

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Springfield, OH 45501
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*Some appendixes may need to be changed as regulations and laws change. We also reserve the right to make changes as advised by our legal counsel.
I. Purpose

The Gift Acceptance and Donor Recognition Policy of Wittenberg University (hereafter, the University) is established to govern and administer the solicitation, acceptance, reporting and crediting of all gifts made to the University in a financially prudent and efficient manner.

Contributions from all donors are critical to the University’s mission:

Wittenberg’s undergraduate residential education prepares young adults for successful, meaningful lives by promoting students’ intellectual, moral and social development and encouraging personal and civic responsibility. Wittenberg’s faculty and staff are passionate about their work and combine high academic standards with a supportive approach to learning. Graduates are equipped to think critically and creatively, write clearly, speak persuasively and meet challenges in a diverse, interconnected world.

The establishment of gift solicitation, acceptance, reporting, and crediting policies and procedures will assist in meeting the development efforts to attract support and will enable staff members to respond more quickly to donor initiatives in an informed and consistent manner.

II. Office of University Advancement

The Office of University Advancement (hereafter, Advancement) has primary responsibility for all fundraising to benefit the University. Giving to the University can be achieved in a variety of ways. Gifts and pledges from donors are accepted through Annual Giving, Leadership Giving, Gift Planning, and Foundation and Corporate programs.

Advancement will advise the President concerning the solicitation and acceptance of gifts and will submit regular reports of gift totals and the progress of all gift campaigns to the President and the Board of Directors.

Confidentiality shall be maintained for all information garnered by the staff and no information shall be disclosed to anyone except as necessary in administering the gift and in the Annual Report of Gifts, unless requested by the donor to remain anonymous.

All University departments, organizations and individuals outside of Advancement must notify and have approval of the Vice President of University Advancement for any efforts being undertaken to raise funds from any alumnus/alumna or friend of the University. The Director of Advancement Services or equivalent must approve any request for donor information by a University department, organization or individual.

III. Capital Campaigns

To support ongoing operations and long-term goals, the University may undertake special and comprehensive campaigns with the approval of the Board of Directors. Campaigns will be governed by this policy in addition to any specific policies approved by the Board of Directors and implemented for the purpose of the campaign. Any applicable campaign policies are set forth in Appendix F (Campaign Crediting Policy) which will be reviewed and
adopted prior to the launch of any new campaign.

IV. Gift Acceptance Committee

The GAC shall review the proposals for all gifts of personal tangible property, closely held securities, family limited partnerships, patents, real estate, and any other assets a donor may wish to transfer that necessitate an extraordinary commitment of the University. Gifts of these types must be brought before the GAC prior to acceptance. Major Gift officers shall notify the donor of this process during gift discussions.

The GAC shall consist of a representative from each of the following University departments and areas: Office of University Advancement – Annual Fund, Major Gifts, Advancement Services, and Office of Finance & Administration. Representatives from other departments may be asked to participate on a case-by-case basis depending upon the gift being considered.

The review process for all potential gifts brought before the GAC shall follow the guidelines set forth in this policy.

The GAC will consider gifts of tangible personal property, closely held securities, family limited partnerships, patents and any other assets a donor may wish to transfer that necessitate an extraordinary commitment of the University, only after a thorough review by the Office of University Advancement and the Office of Finance & Administration indicates that the property is:

- readily marketable; or
- needed by the University for use in a manner related to one of the purposes for which the tax-exempt status of the University was granted.

V. Assets for Making a Gift

Donors may choose from many options when considering which assets to use in making a gift to the University and shall be encouraged to secure independent expert advice in advance of making a gift. A combination of different assets may be used to fund a single gift. All financial information obtained from a donor will be kept confidential. The University should work closely with the donor to ensure the gift intentions are clear and acceptable to both parties.

A. Cash

1. Cash or Check – Donors may choose to direct a contribution of cash or a check to the University.

2. Credit Cards – VISA, MasterCard, Discover Card or American Express credit cards can be used to initiate a gift to the University.
3. Payroll Deduction – Wittenberg employees are eligible to make charitable contributions to the University via payroll deduction. Employees should contact the Office of Human Resources to set up a recurring deduction. The deductions occur every pay period for a pre-determined amount. The employee can contact the Office of Human Resources at any time to change the amount or stop the deduction.

4. Bank Drafts – Donors may elect to electronically debit their checking or savings account regardless of where they bank. These drafts may be established for indefinite periods. It is necessary for the donor to complete an Electronic Funds Transfer (EFT) Authorization form—Appendix N (Electronic Funds Transfer Authorization Agreement).

5. Foreign Currency – Foreign currency and US dollars drawn on foreign banks may be treated as gifts. The internal procedures vary depending on the nature of the item submitted for processing, but the result is the same. The donor will receive credit in US dollars for the amount at which the gift is valued based on exchange rates in effect on the day of receipt.

6. Wire Transfers – A donor may wish to initiate a wire transfer to facilitate a gift to Wittenberg.

7. Publicly traded securities – Gifts of securities to the University are accepted through an approved Depository Trust Company (DTC) set forth in Appendix G (Depository Trust Company Instructions), through their own broker, or by registered mail. Once the securities are transferred, it is the policy of the Board of Directors to immediately sell the securities. The President of the University and Treasurer and the Chair of the Board of Directors must approve any exceptions to this policy.

8. Closely Held Securities – Gifts of closely held securities will be considered after review by the Gift Acceptance Committee (GAC) [see Section IV – Gift Acceptance Committee, page 4 of this policy] in conjunction with the Vice President of University Advancement (or designee), and the Vice President of Finance & Administration. Valuation must be substantiated through other sales prices or by expert appraisal prior to acceptance and shall be in accordance with generally accepted accounting principles for closely held businesses and methods consistent with IRS regulations pertaining to gift validation.

Gifts of closely held securities will be recorded as cash gifts in the amount of the sales proceeds.

9. Family Limited Partnerships – Gifts of interests in a family limited partnership will be considered after review by the GAC in conjunction with the Vice President of University Advancement (or designee) and the Vice President of Finance & Administration.

10. Retirement Plan Assets – A donor may wish to withdraw or transfer retirement plan assets during his/her lifetime to fund a gift to the University. The donor may be required to report all such withdrawals for income tax purposes.
B. Services

This term includes professional or personal services or time which is freely given. Gifts of service are not recognized by the IRS as being a tax deductible donation.

C. Tangible Personal Property or Gifts in Kind

Typically, non-monetary gifts considered for gift recognition purposes are pieces of tangible personal property or gifts in kind. Gifts in kind will be considered after review by the GAC in conjunction with the Vice President of University Advancement (or designee) and the Vice President of Finance & Administration. Consideration should be given to the cost of maintenance, cataloging, delivery, insurance, display, any space requirements for exhibiting or storage and any other pertinent issues surrounding the gift as well as ensuring the acceptance will not involve financial commitments in excess of budgeted items or other obligations disproportionate to the usefulness of the gift and are consistent with the University’s mission.

Donors will provide the donor with IRS Tax Form 8283 and the Office of University Advancement will acknowledge. In the event a gift in kind is sold, donated or otherwise disposed of by the University within three years of receipt, the Office of Finance & Administration will provide the donor with IRS Tax Form 8282.

D. Real Property

The University may accept gifts of real estate where no mortgage is involved including, but not limited to outright gifts, testamentary gifts, bargain sales, and retained life estates.

E. Life Insurance

A donor may choose to designate the University as the beneficiary of his/her life insurance policy. A gift of a life insurance policy may be accepted as a gift to the University and credited to the donor if the University is made the owner and irrevocable beneficiary of the policy. The University will obtain the cash surrender value of all gifts of life insurance upon transfer to the University unless an annual gift is made in an amount equal to or greater than the premium required to keep the policy in force.

F. Patents & Royalties

Gifts of patents may be accepted only after careful review by the GAC. Consideration will be given to whether the donor intends to make a gift of the entire interest to the patent estate (or will be retaining partial interest) and whether or not the gift will include funding for the future expenses for patent maintenance. Board approval is required.
VI. Gift Acceptance

A. Gift Proposals

1. Signatory Authority on Proposals to Individuals

The Gift Acceptance Committee (GAC) must approve all proposals of a contractual nature before submission to the donor if the proposal requests support that directly relates to the institutional mission. When a proposal requires an extraordinary commitment by the institution, approval from the President must be obtained prior to submission.

2. General Policies concerning Gift Restrictions Imposed by Donors

Donors should be encouraged to make unrestricted gifts with any asset transferred to the University. Unrestricted gifts from private sources for current operations shall be processed through the Annual Fund.

The University will not accept gifts that are inconsistent with its stated academic purposes and priorities. The University may accept restricted gifts for certain purposes. Generally, the designated purpose should be described broadly and detailed restrictions avoided. The language used in creating such a gift should provide sufficient flexibility for the Board of Directors to apply the gift to some other purpose if the designated purpose is no longer feasible or if the Board of Directors determines that the University’s purpose would be better served by using the gift in another way.

Major Gift officers must communicate with the prospects and document in writing their understanding of the donor’s intention. If a donor has made a restricted gift that has not been communicated to the University, the gift officer shall speak with the donor or, if deceased, with known family members, to determine a feasible way to carry out the donor’s intention.

Gifts accepted by the University for specific purposes will follow the guidelines for naming opportunities as set forth in Appendix A (Minimum Gifts & Naming Opportunities Policy) and Appendix B (Naming Opportunities of Buildings, Rooms & Spaces).

The University shall have the absolute right to accept or refuse any gift for reasons that it deems prudent and in its best interest.

It is a policy of the University not to discriminate against any individual on the basis of race, color, sexual orientation, creed, national origin, sex, age, or handicap. Financial aid funds will not be accepted if restrictions on the gift violate this policy, limit the future employment of the recipient, limit interest rates and conditions for repayment of loans or are sought to be established for the direct benefit of a designated person(s).
VII. Deferred Gifts

Deferred gifts are commitments made to the University now, but generally do not mature and benefit it financially until some point in the future. Deferred gifts accepted by the University include bequests, life insurance, gifts of retirement assets and life income gifts in the form of charitable remainder trusts, charitable lead trusts, and charitable gift annuities. Donors may choose to use a variety of the assets as listed in Section V to fund a deferred gift to the University. Acceptance of the asset(s) shall be governed by the policy section relating to the asset(s). Advancement is authorized to negotiate deferred gifts on behalf of the University.

These documents are to be reviewed by the Vice President of University Advancement and the Vice President for Finance & Administration prior to the President’s signature. The President and/or his/her designee are authorized by the Board of Directors to sign deferred gift agreements on behalf of the University.

A. Bequest Pledges

Bequest pledges will be recorded at face value when the donor has signed a Confidential Notification of Beneficiary Designation (see Appendix H). The documentation must have a specified amount or percentage of the estate stated in the will and a credible estimate of the current value of the estate or gift at the time the commitment is made. If a donor does not provide a value, the bequest pledge will be recorded as an unspecified bequest.

1. Allocation of Realized Bequests

   The use of unrestricted funds from a realized bequest will be determined by resolution of the Board of Directors at their May Board meeting

2. Administration of Realized Bequests

   The handling of estate distributions will be coordinated between the Vice President of University Advancement (or designee) and the Vice President of Finance & Administration.

   The Vice President of Advancement (or designee) will also serve as primary liaison with non-professional individual executors or administrators.

B. Life Income Gifts

Generally, life income gifts provide an income to the donor for his/her lifetime or some other period of time while providing the donor with possible tax deductions. Upon maturity, the University receives the remainder of the gift’s value. Advancement fundraising staff can negotiate life income gifts with a donor. The offices of Finance & Administration and Advancement will coordinate the solicitation of life income gift prospects, prepare all life income gift calculations, communicate regularly with current life income recipients, and distribute and file all administrative documentation and copies of life income gifts with the offices of Advancement and Finance & Administration.

The Vice President of Finance & Administration, working with the investment committee
of the Board of Directors, shall be responsible for the determination of investment strategies for retained life income funds, in consultation with the Board of Directors and in accordance with the appropriate guidelines of the domicile state.

The payout rates offered for charitable gift annuities shall not exceed the rates recommended by the American Council on Gift Annuities. The Vice President of Finance & Administration, in consultation with the Vice President of University Advancement (or designee) and the President, shall approve exceptions to the guidelines on a case-by-case basis.

For trusts invested substantially in tax-exempt securities, the trust should be a net income trust (NICRUT) or a net income with makeup trust (NIMCRUT) and the payout rate offered should be no higher than the current yield on a representative group of tax-exempt bonds for which the maturity dates approximate the projected life expectancy of income beneficiaries for the trust’s term of years.

Charitable remainder figures associated with life income agreements must be in keeping with IRS regulations regarding the requisite percentage of the face value of the gift at the time of funding.

1. Charitable Remainder Trusts

Charitable Remainder Trusts are gift vehicles that provide an annual income to donors or their designees and may provide them with an upfront tax deduction and avoidance of capital gain tax at the time of the gift funded with highly appreciated assets. Donors may choose to receive either a variable annual income in the form of a Charitable Remainder Unitrust (CRUT) or a fixed annual income in the form of a Charitable Remainder Annuity Trust (CRAT). Other charitable remainder trust vehicles, including but not limited to net income and slip trusts, will be considered by the University on a case-by-case basis.

a. University-managed

The University will only act as trustee of a Charitable Remainder Trust when it is named the irrevocable remainder beneficiary. The gift value is offset by the liability and is equal to the donor’s tax exemption amount used to create University-managed Charitable Remainder Trusts will be recorded as the face value of the asset when the plan is created. Additionally, the discounted present value of the remainder interest will be recorded for internal tracking and reporting purposes.

b. Externally-managed

- University is irrevocable beneficiary

In the case where trusts are administered by organizations other than the University, the value of the assets of gifts in trust that the University will receive shall be included in the University’s gift totals for the year, provided
the University has an irrevocable right to all or a predetermined portion of
the income or remainder interest.

- University is not irrevocable beneficiary

Gifts made to establish a charitable trust with an entity other than the
University as trustee through which the donor or the trustee reserves the right
to change, modify, substitute or add charitable organizations will be entered
as a bequest expectancy.

2. Charitable Lead Trusts

Charitable Lead Trusts are vehicles through which the University receives the annual
income either variable or fixed, from the trust for a designated period. At the trust’s
expiration, the remainder is given to the designated beneficiaries. All Charitable
Lead Trusts shall comply with aforementioned policies relating to deferred gifts.

3. Charitable Gift Annuities

Charitable Gift Annuities are vehicles that provide the beneficiary with a fixed
annual payment and may provide an upfront tax deduction and avoidance of
capital gain tax at the time of the gift if the Charitable Gift Annuity is funded with
highly appreciated assets. The agreement is a contract between the donor and the
University and is backed by the assets of the University.

The University offers Charitable Gift Annuities to beneficiaries over the age of 65. The University also offers deferred Charitable Gift Annuities to beneficiaries over
the age of 55 with a minimum deferral period of 10 years.

All Charitable Gift Annuities shall comply with aforementioned policies relating to
defered gifts.

4. Pooled Income Funds

The University does not actively promote the availability of Pooled Income Funds.

The University has established minimum gift amounts for funding Charitable Remainder
Trusts, Charitable Lead Trusts and Charitable Gift Annuities. These minimum amounts
are set forth in Appendix A (Minimum Gifts and Naming Opportunities).

VIII. Naming Opportunities

The University provides many opportunities for donors to be recognized for their financial
support and contributions through named gifts.

For construction projects, at least 51 percent of the project cost must be committed in order to
secure the rights to name the building or project. Naming opportunities and gift levels are
approved by the Committee on Advancement and Alumni Relations. The President and Board of Directors must approve each naming arrangement prior to any representation to the donor.

Ordinarily, the University requires that at least 75 percent of the commitment must be paid on pledges of $100,000 or more; and 100 percent of the commitment must be paid on pledges of less than $100,000 before proceeding with fulfilling the donor’s designation (i.e., filling a chair, providing a scholarship, building construction or establishing a named endowment).

Retirement plan assets and bequests may be used to fund an outright gift.

Because fund minimums may increase between the time donors sign deferred gift agreements and their deaths, donors must be asked to provide for additional assets to be distributed under the terms of their wills or living trusts if necessary to meet the relevant fund minimums at the time of their deaths. If this is not possible, such gifts will be used as current restricted gifts, per the donors’ wishes for the time period the gifts allow.

Current naming opportunities and minimum funding levels are set forth in Appendix B (Naming Opportunities of Buildings, Rooms, & Spaces) and in Appendix A (Minimum Gifts and Naming Opportunities).

A. Endowed Gifts

Generally, endowed funds may be named in honor or in memory of a donor or a designated person or entity. All such gifts, if accepted, will be placed in a named endowed fund and will be restricted to comply with the donor’s wishes. Endowment gifts assure continual support of the donor’s designated purposes by expending amounts from the fund according to the spending formula as determined by the Board of Directors. Responsibility for management of the endowment funds is delegated to the Vice President for Finance & Administration with oversight responsibilities conducted by the Investment Committee of the Board of Directors. All funds designated for endowment will be restricted to the purpose and wishes of the donor if a designation has been made, and the principal will be preserved to the extent possible.

B. Current Restricted Funds

The University will accept gifts of other funds, or collections of such gifts, that can be restricted or designated by the donor. These funds typically will be held in current restricted accounts until expended.

C. Donor Recognition

The University understands the need and importance of recognizing donors for their financial support. The University has established several recognition societies for this purpose. Some donors may fall into one, two or all three of the categories below.

1. The importance of donors who have contributed through the annual fund is recognized through a variety of ways, including donor club levels as set forth in
Appendix D (Donor Giving Levels and Societies).

2. The importance of donors who have contributed through a bequest, life income or gift of life insurance is recognized through the David Hawley Associates Legacy Society.

3. The importance of donors who have contributed lifetime cumulative gifts of $100,000 or more is recognized through the Torchbearers Society.

IX. Reporting Standards

The University operates in compliance with all regulatory, governing agencies and the policies and rules set forth by them. It is timely, accurate and transparent in all reporting procedures.

The standards of Financial Accounting Standards Board (FASB) and reporting established by the Council for Advancement and Support of Education (CASE) and the National Association of College and University Business Officers (NACUBO) will govern the management and reporting of gifts to the University. The annual Report of Giving by the University shall also conform to the Council for Aid to Education’s (CAE) annual “Survey of Voluntary Support of Education (VSE).”

A. Gift Substantiation

For federal income, gift, or estate tax purposes, gift substantiation using IRS requirements will be the responsibility of the donor.

As a courtesy to our donors, Advancement will acknowledge in-kind donations. In the event an in-kind gift or gift of real property is sold, donated or otherwise disposed of by the University within three years of receipt, the Office of Finance & Administration shall produce and file IRS Tax Form 8282 per the agency’s regulations.

B. Hard and Soft Credit

Hard credit is given to the entity from which a contribution is received.

A Gift to the University made by an organization on behalf of an individual or other donor will be hard credited to the entity distributing the gift to the University. Such gifts will include, but are not limited to, gifts from family foundations, community foundations, family or closely held corporations and other donor directed gifts that are not personally given. Soft credit may be recorded to the individual directing such gifts to the University for recognition purposes only. Pledges made by individuals may not be paid by such organizations or other donor directed funds.
C. Requirements for Recording and Modifying Gifts and Pledges

To record a gift, the actual gift must be in hand. There are, however, a few circumstances under which a pledge or modification of an existing pledge or gift can be recorded. For purposes of this policy, only hard (gifts made by the donor), as opposed to soft (gifts made on behalf of the donor), pledges and gifts are being considered.

Pledges may be recorded in gift records by the Office of University Advancement:

- When obtained through an authorized phonathon and submitted to the recorder of gifts.
- When instructed in writing by the donor and the recorder of gifts has a copy of the pledge document. Signed endowment agreements satisfy this requirement. Acceptable pledge forms are set forth in Appendix I (Sample Letter of Pledge).
- When the donor makes a verbal commitment to a member of the Advancement staff who confirms his/her understanding of the pledge by a letter to the donor. Gift records must have a copy of this correspondence. Memos to “file” in internal memoranda to gift records are not sufficient.

An existing pledge or payment should be modified only when the recorder of gifts receives written documentation from the donor.

X. Gift Valuation

In valuing gifts, the college will follow the standards published by CASE, and NACUBO to the extent they are consistent with generally accepted accounting, auditing, or any regulatory principles. For tax purposes, however, the University shall follow the requirements of state and federal taxing authorities. When necessary for University internal use, valuations of property, other than securities for which a ready market exist, should be arranged by the Office of Finance and Administration.

XI. Ethical Standards

The University seeks to uphold the highest standards of ethical behavior and has adopted the Statement of Ethics from CASE to guide and reinforce professional conduct in all areas of institutional development. Advancement presents the following statement for all of its fund-raising personnel and volunteers to uphold:

Institutional advancement professionals, by virtue of their responsibilities within the academic community, represent their colleges, universities and schools to the larger society. They have, therefore, a special duty to exemplify the best qualities of their institutions and to observe the highest standards of personal and professional conduct.

- In so doing, they promote the merits of their institutions, and of education generally
without disparaging other institutions;

- Their words and actions embody respect for truth, fairness, free inquiry, and the opinions of others;
- They respect all individuals without regard to race, color, marital status, sex, sexual orientation, creed, ethnic or national identity, handicap, or age;
- They uphold the professional reputation of other advancement officers and give credit for ideas, words, or images originated by others;
- They safeguard privacy rights and confidential information;
- They do not grant or accept favors for personal gain, nor do they solicit or accept favors for their institutions where a higher public interest would be violated;
- They avoid actual or apparent conflicts of interest and, if in doubt, seek guidance from appropriate authorities;
- They follow the letter and spirit of laws and regulations affecting institutional advancement;
- They observe these standards and others that apply to their professions and actively encourage colleagues to join them in supporting the highest standards of conduct.

XII. **Donor Bill of Rights**

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in Wittenberg University, we declare that all donors have these rights:

A. To be informed of Wittenberg University’s mission, of the way the University intends to use donated resources and of its capacity to use donations effectively for their intended purposes.

B. To be informed of the identity of those serving on the Wittenberg University Board of Directors of Wittenberg College and to expect the Board to exercise prudent judgment in its stewardship responsibilities.

C. To have access to Wittenberg University’s most recent financial statements.

D. To be assured their gifts will be used for the purposes for which they were given.

E. To receive appropriate acknowledgment and recognition.

F. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law and the donor’s wishes.

G. To expect that all relationships with individuals representing Wittenberg will be professional in nature.

H. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

I. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

J. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.
APPENDIX A

MINIMUM GIFTS AND NAMING OPPORTUNITIES

I. Endowed Chair (naming opportunity) $1.5M
   a. Additional gift to endow a fund to accompany the chair $100,000
      and to be used in support of the professor’s research.

II. Endowed Professorship (naming opportunity) $1M

III. Endowed Scholarship Fund (naming opportunity) $25,000

IV. Endowed Funds in Support of a Department, Program or Lecture $25,000

V. Endowed Library Funds $10,000

VI. Immediate Gift Annuities $25,000
    (Minimum age of beneficiary – 65)

VII. Deferred Gift Annuity $10,000
     (Minimum age of beneficiary – 55)

VIII. Charitable Remainder Annuity Trusts & Unitrusts $100,000

IX. Charitable Lead Trusts $250,000

Funding for endowed chairs, professorships, endowed named scholarships, and endowed funds supporting departments, programs, general scholarship or library may include gifts of cash, marketable securities and matured bequests. Also, endowed funds may be named as beneficiary of the residual value of the deferred gifts such as annuities and charitable remainder trusts.

Gift officers or other University employees may not commit to a naming opportunity without first obtaining the President’s and Board of Directors’ approval. Naming opportunity requests are handled on a case-by-case basis.
APPENDIX B

NAMING OPPORTUNITIES OF BUILDINGS, ROOMS & SPACES

Donors have the opportunity to name buildings, rooms, spaces and other facilities on Wittenberg’s campus. Naming opportunities and gift levels are approved by the Committee on Advancement and Alumni Relations. Guidelines for such naming opportunities include:

- **New building**: A gift of at least 51 percent of the total cost of construction and furnishings. The Board of Directors must approve the proposed name by a majority vote.

- **New rooms & spaces**: The cost of construction and furnishings or such amount as determined by the Vice President for University Advancement (or designee) and the Vice President for Finance & Administration (or designee).

- **Existing buildings, rooms & spaces**: Such amount as determined by the Vice President for University Advancement (or designee) and the Vice President for Finance & Administration (or designee). The Board of Directors must approve the proposed name by a majority vote.

- **Renovated buildings, rooms & spaces**: The cost of renovation or such amount as determined by the Vice President for University Advancement (or designee) and the Vice President for Finance & Administration (or designee). The Board of Directors must approve the proposed name by a majority vote.

- **Memorial or honoring designations of buildings, rooms & spaces**: Proposed memorial or honoring designations which are not funded must be presented to the Board of Directors for consideration and approval.

Funding for naming opportunities may include gifts of cash and marketable securities and matured bequests. Deferred gifts, such as annuities and charitable remainder trusts where Wittenberg is named as the irrevocable beneficiary, could be used as a portion, but not the only component of such funding. Deferred gifts will be credited at their estimated residual value.

Gift officers or other University employees may not commit to a naming opportunity without first obtaining the President’s approval. Naming opportunity requests are handled on a case-by-case basis.
APPENDIX C

DONOR RECOGNITION, MEMORIALS & HONORARIUMS

Due to the rapid fluctuations of materials costs, the minimum gift amounts listed below will be re-evaluated on an annual basis with a representative from the Office of Finance & Administration. Honorariums or Memorials of $1200 or more are to be approved by the GAC.

Alumni & Senior Bricks

4x8 Engraved brick and installation $150

Miscellaneous Honorariums/Memorials

Plaque and installation (cost will vary depending on size and type) $1200
(includes $200 plaque)

Landscape

Existing tree or flowerbed w/plaque installation (includes $200 plaque) $1200
Planting of new tree w/plaque installation $2500

Bench

New bench w/plaque installation (includes $200 plaque) $5000

Million Dollar Donor Wall

Name engraved on the donor wall around the seal in center of campus $1,000,000
APPENDIX D

DONOR GIVING LEVELS AND SOCIETIES

Annual Fund Fiscal Year Giving:

Benjamin Prince Societies

Torchbearer Circle  $100,000 +
Platinum Circle  $ 50,000 - $99,999
President’s Circle  $ 25,000 - $49,999
Provost’s Circle  $ 10,000 - $19,999
Professor’s Circle  $  5,000 - $ 9,999
Founder’s Circle  $  2,500 - $ 4,999
1845 Circle  $  1,845 - $ 2,499
Fellow’s Circle  $  1,000 - $ 1,844

GOLD Scholar  $  500 +
(Graduates from the last decade)

Wittenberg’s Loyal Donor Program

Donors who have contributed to Wittenberg for a minimum of five fiscal years consecutively will be recognized in our annual Donor Honor Roll with the following designation:

5 Years  = Single torch
10 Years  = Two torches
25 Years  = Three torches
APPENDIX E

REAL ESTATE SUBCOMMITTEE

Per Wittenberg University’s Investment Policy, the Real Estate Subcommittee has oversight responsibility for the real property owned or used by the University. It shall consider and recommend to the Board the acquisition, use and disposition of real estate. The subcommittee is authorized to act on behalf of the Board to acquire and dispose of off-campus real estate (which is understood to mean real estate that is not a part of the existing campus and which is not currently being used for academic or instructional purpose, residence halls, student centers, athletic facilities or for other purposes central to the mission of the University). The Subcommittee’s authority to acquire or dispose of off-campus real estate on behalf of the Board is limited to cash transactions not to exceed $150,000. Unless specifically authorized to do so by the Board or Executive Committee, the subcommittee shall have no authority to incur debt or to mortgage, lease or otherwise encumber any real estate or other assets of the University.
APPENDIX F

CAMPAIGN CREDITING POLICY

I. Introduction
   A. Purpose
   B. Policy Guiding Principles
   C. Policy Governance

II. Important Definitions and Language
   A. Contributions, Gifts and Pledges
      1. Gift Counting vs. Campaign Credit
      2. Campaign Credit vs. Donor Recognition
   B. Gift Acceptance
   C. Gift Valuation

III. Campaign Crediting Basics and Nucleus Fund

IV. Campaign Crediting Details
   A. Campaign Gifts
   B. Campaign Commitments
      1. Non-Standard Campaign Pledges
      2. Written-Off Pledges
   C. Gifts to the Annual Fund
   D. Gifts From Individuals
   E. Donor Advised Funds, Family Foundations, and other 3rd Party Contributions
   F. Deferred Gifts
   G. Annuity, Trust and Life Income Gifts
   H. Bequest Pledges
   I. Life Income Pledges
   J. Real Estate and In-Kind Gifts
      1. Gifts Planned for Liquidation
      2. Gifts Planned for Retention (In-Kind Gifts)
   K. Corporate and Foundation Contributions
      1. Corporate and Foundation Gifts
      2. Corporate and Foundation Grants
      3. Corporate and Foundation Contracts
      4. Matching Gifts
   L. Other Contributions
      1. Government Earmarks
      2. Contributions to Student Organizations

V. Policy Effective Date
I. Introduction

A. Purpose

This Campaign Crediting Policy is designed to provide a reasonable foundation for crediting decisions throughout the campaign while allowing for some flexibility in those cases which we could not predict in advance.

Campaign crediting decisions that become necessary and are not addressed within this policy will be made by the Gift Acceptance Committee.

B. Policy Guiding Principles

The campaign will be a catalyst for the Wittenberg University fundraising operation, which in turn will significantly support the implementation of the Strategic Plan for Wittenberg. We can and should credit gifts in a way that inspires people and organizations to make significant gifts to Wittenberg.

- The University operates in compliance with all regulatory, governing agencies and the policies and rules set forth by them. The University will credit and report on campaign gifts in a lawful manner.
- This reporting document is for Wittenberg University purposes only. When reporting to CASE and VSE we will comply by their standards

C. Policy Governance

This policy is developed by the Office of University Advancement at the direction of the University’s senior management and is approved by the President, the Vice President of Finance & Administration, and the Vice President of University Advancement (or designee). The President delegates the review of this policy and related procedures to the Vice President of University Advancement and his/her designee.

II. Important Definitions and Language

A. Contributions, Gifts, and Pledges

For the purpose of clarity in campaign crediting, the definitions of these terms are as follows:

**Contributions** include any items (monetary or otherwise) given to Wittenberg with no quid pro quo expectations. Contributions are considered tax deductible under the regulations as set forth by the IRS. All individuals, corporations, and foundations which make contributions to Wittenberg are considered donors and are, therefore, thanked and recognized for their donations.

**Gifts** are tax-deductible contributions to Wittenberg.
Pledges are considered promises to make gifts.

1. Gift Counting vs. Campaign Credit

For the purpose of clarity, it is important to note the difference between counting a contribution and applying campaign credit to a contribution.

All gifts and pledge payments received during a fiscal year are counted toward Advancement’s receipt totals for that year. In addition, all new pledges received during a fiscal year are counted toward Advancement’s commitment totals for that year. This is regardless of campaign credit (previous campaign, no campaign, or upcoming campaign), designation, or vehicle.

Campaign credit is applied only to tax-deductible contributions and other gifts approved by the Gift Acceptance Committee received during the official campaign counting period and to pledges made during this period.

Further, campaign credit is only applied to gifts which have not been counted in previous campaigns.

2. Campaign Credit vs. Donor Recognition

It is also important to note that campaign credit is not donor recognition. Although the two are certainly related, this document does not attempt to recommend donor recognition policies for the campaign.

B. Gift Acceptance

To be given campaign credit, gifts and pledges must follow the criteria for acceptance as described in the University’s Gift Acceptance Policy, which is defined by the Gift Acceptance Committee and approved by the President. The Gift Acceptance Committee makes recommendations for gift approval which is not covered in the above policy. This committee consists of representatives from each of the following University departments and areas: Office of Advancement - Annual Fund, Major Gifts, Advancement Services, and Office of Finance & Administration. Representatives from other departments may be asked to participate on a case-by-case basis depending upon the gift being considered.

C. Gift Valuation

Gifts and pledge payments will be valued according to the University’s Gift Acceptance Policy.

III. Campaign Crediting Basics and Nucleus Fund

The official campaign credit period will begin on (Set Campaign Dates Here) All gifts made during this period will be given campaign credit. In addition, all pledges which are booked during the official campaign counting period will be given campaign credit.

Nucleus Fund—contains grandfathered gifts as identified by the Vice President of University
Advancement (or designee) that include actualized bequests not counted in the last campaign.

The only exception to the above is that gifts and pledge payments that were created in the last campaign will not be credited in this campaign, even if the initiative is identified for this campaign. This exception applies to all detailed policies that follow.

IV. Campaign Crediting Details

A. Campaign Gifts

All outright gifts made to Wittenberg University during the official campaign crediting period will be given campaign credit, regardless of designation.

B. Campaign Commitments

Campaign Commitments include outright gifts and new pledges which follow the policies outlined here.

1. Non-Standard Campaign Pledges

   Non-Standard pledge agreements (for pledges which create campaign challenges on non-deferred gift pledges which extend more than five years past the end of the campaign) will be reviewed and approved by the Gift Acceptance Committee.

2. Written-Off Pledges

   When a pledge or partial pledge which received campaign credit is written off, the campaign credit will be removed.

C. Gifts to the Annual Fund

   All gifts and new pledges to the annual fund(s) made during the official campaign counting period will be given campaign credit.

D. Gifts from Individuals

   For clarity in the following section, it is important to distinguish between hard credit and soft credit.

   • **Hard Credit**: This credit is given to the individual or organization which actually makes the gift. The official receipt is sent to the entity which receives hard credit for a gift.
   
   • **Soft Credit**: This credit is given to the individual or organization which deserves credit recognition for the gift in question. That is, when a donor directs his family foundation to make a gift, the foundation gets hard credit.
E. Donor Advised Funds, Family Foundations and other 3rd Party Contributions

Gifts from 3rd parties are credited as follows:

- Hard credit is given to the 3rd party donor.
- Soft credit is given to the donor directing this gift.
- Pledge payments on individual pledges cannot be made by 3rd party donors.
- If a donor knows that a pledge will be paid through a 3rd party, the pledge will not be recorded, but rather, the gift will be recorded as above when received.

F. Deferred Gifts

For the purposes of campaign credit, deferred gifts fall into two major categories:

- The deferred gift

  Deferred gifts are funded gifts. This means that the assets involved have been given to Wittenberg. These gifts are considered “receipts” and will receive campaign credit at their face value and at their present value, regardless of the age(s) of the donor(s). Examples of deferred gifts include funded gift annuities and trusts.

- The deferred gift pledge

  Deferred gift pledges are pledges for future deferred gifts. Examples of deferred gift pledges are pledges for bequests. These pledges will be given campaign credit according to the following guidelines:

  - Deferred gift pledges will receive campaign credit at face value and at present value (if the donors involved will be 65 or older) prior to the end of the campaign crediting period.

  In all cases documentation will be required for deferred gift pledges to receive campaign credit.

  When a donor makes a deferred gift pledge but does not share with Wittenberg documentation of the pledge specifics, the pledge will not receive campaign credit.

G. Annuity, Trust and Life Income Gifts

Funded trusts which are created during the campaign period will be counted at face value and present value regardless of donor(s) age(s) as long as Wittenberg is named irrevocably. This applies whether or not Wittenberg is the Trustee.
H. Bequest Pledges

Only non-contingent bequests will receive campaign credit.

Bequest pledges which were given campaign credit in previous campaigns will not be counted as pledges for this campaign. Two exceptions to this exist:

- When bequests are realized during the campaign period, increases in the bequest from the original bequest pledge will be given campaign credit.

- When bequest pledges are revised during the campaign period, the revised bequest will be given campaign credit regardless of previous campaign(s) credit.

I. Life Income Pledges

As long as the Life Income pledge will be paid (i.e. the life income plan will be funded) before the end of the campaign pledge period, the Life Income Gift pledge will receive campaign credit at face value. There are no age requirements beyond those in the Gift Acceptance Policy for life income gifts.

J. Real Estate and In-Kind Gifts

It is important to note that all real estate and in-kind gifts that are not types of securities must be approved by the Gift Acceptance Committee before they can be accepted.

1. Gifts Planned for Liquidation

Real estate and in-kind gifts planned for liquidation are evaluated for campaign credit on a case-by-case basis. Generally, when a constituent donates real estate, collections, equipment, or other property which the University accepts on the condition that the University will liquidate the gift and retain the realized value for the designation in question, the gift will be given campaign credit based on appraised value. In some cases where no appraisal is conducted, estimated values provided by the donor can be utilized for the purposes of campaign crediting. At no time will campaign credit be assigned once the gift is liquidated.

2. Gifts Planned for Retention (In-Kind Gifts)

When a constituent donates real estate, collections, or other property which the University has agreed to retain, the gift will be given campaign credit based on appraised value.

For appraisal guidelines, see the Gift Acceptance Policy.
K. Corporate and Foundation Contributions

The Council for Advancement and Support of Education (CASE) Management and Reporting Standards as well as the National Association of College and University Business Officers (NACUBO) Standards apply, but should be utilized as guidelines which allow for reasonable interpretation of philanthropic activity by corporations and foundations.

1. Corporate and Foundation Gifts

Philanthropic contributions are contributions which are tax deductible for the donor organization. These contributions are considered “gifts” and are given campaign credit.

2. Corporate and Foundation Grants

There are two types of grants

- Private-source (corporate or foundation) grants are given campaign credit.
- Public-source grants from organizations like NIH or NSF are given campaign credit but not for purposes of reporting to the VSE.

3. Corporate and Foundation Contracts

Contributions from organizations which have a contractual element cannot be given campaign credit.

4. Matching Gifts

Matching gifts connected to campaign period gifts and pledge payments will be given campaign credit.

When a donor submits a matching gift form, implying intent to direct a matching gift to the University, an expected match is recorded against the cash received. These expected matches will not be given campaign credit until the matching gift has actually been received.

L. Other Contributions

1. Government Earmarks

Government earmarks represent funding that is initially recommended by the federal or state legislature. After the budget is approved and signed into law, the funding is directed to University through a department or agency of the federal or state government as a grant. These government grants are given campaign credit.
2. Contributions to Student Organizations

Contributions made to student organizations are not tax-deductible, and as such, they do not receive campaign credit.

3. Contributions from Student Organizations

Are not charitable contributions and are not given campaign credit.

V. Policy Effective Date

This policy was approved by the Vice President of University Advancement and the Vice President of Finance & Administration and presented to the President and the Board of Directors of Wittenberg College on October 2\textsuperscript{nd}, 2015.
APPENDIX G

DEPOSITORY TRUST COMPANY INSTRUCTIONS

Please follow the instructions below when wiring stock to Wittenberg University. Once the transfer has been completed, please contact Wittenberg’s University Advancement Office at (937)327-7430 or Director of Leadership Giving and Gift Planning at (937)327-7430 and provide the following information:

- Name of the bank
- Date of transfer
- Number of shares
- Type of stock
- Broker’s name
- Name of the individual authorizing the transfer
- Purpose of the gift

NOTE: Brokers who use First Clearing House MUST notify Wittenberg’s University Advancement Office by phone (937-327-7430) or fax (937-327-7444) to provide donor name and stock details! First Clearing does not provide that information to us, making it difficult to identify the donor. Please always notify us in advance.

SEND THE WIRE TO:

The Northern Trust Company
DTC Participant #2669
Park National Bank Custodian Acct #17-88268
FBO: Wittenberg University, Gift Acct #A1578-1
(Wittenberg Federal Tax ID #31-053-7177)
APPENDIX H

CONFIDENTIAL NOTIFICATION OF BENEFICIARY DESIGNATION

This Notification of Beneficiary Designation will be used by the University for record-keeping purposes only. Information contained in this document will remain confidential. If you have questions regarding the completion of this document or how to include Wittenberg University in your estate plan, please contact the office of Leadership Giving and Gift Planning, at (937)327-7430.

Name(s)___________________________________Class Year _______ Birth Date___________
__________________________________________Class Year _______ Birth Date___________

Street Address__________________________________ City____________________________
State ________ Zip ______________ Telephone ________________________________

Email Address(es) ______________________________  ______________________________

I/WE HAVE NAMED WITTENBERG UNIVERSITY AS A BENEFICIARY:

□ In my/our Will, which stipulates that:

________% of my/our estate will be distributed to Wittenberg University upon my/our
death; OR

$________________ from my/our estate will be distributed to Wittenberg University
upon my/our death.

□ In my/our Retirement Plan
□ Under an Insurance Plan
□ Through a Life-Income Plan (Trustee Name: _______________________
__________________________________________)

The estimated current value of my/our intended distribution to Wittenberg University is $________

□ I/We prefer not to disclose information regarding the value of my/our gift.

Note: If your gift is not for unrestricted purposes, please indicate the designation for your gift:

__________________________________________________________________________

__________________________________________________________________________

Signature __________________________________________________________________
Date ___________________________________________________________________

Signature __________________________________________________________________
Date ___________________________________________________________________
Your name(s) will be listed in publications as a member of the David Hawley Associates Legacy Society, which recognizes those individuals who have made an estate commitment to Wittenberg either by will, trust, annuity, insurance or other instrument. The amount of your gift will not be disclosed. If you wish to remain anonymous, please notify a member of the University’s Advancement Office at the telephone number provided below.

Should any of the information you have provided in this document change, please promptly notify a member of the University’s Advancement Office.

Please complete and return this form, along with a copy of that section of your Will or other estate document that names the University, so that your gift may be appropriately honored. An addressed, postage-paid envelope has been provided for your convenience.

Thank you for your support of Wittenberg University!

Office of University Advancement
Wittenberg University
P. O. Box 720
Springfield, OH 45501-0720
(937) 327-7430
APPENDIX I

WITTENBERG UNIVERSITY PLEDGE for the
(NAME OF FUND/PROJECT/PURPOSE)

Donor Name
Address
City, State  Zip
Phone number
Email address

IN CONSIDERATION OF MY INTEREST IN THE (NAME OF FUND/PROJECT/PURPOSE), I/WE
IRREVOCABLY PLEDGE AND PROMISE TO TRANSFER TO WITTENBERG UNIVERSITY A GIFT IN THE
AMOUNT OF $_________DESIGNATED FOR THIS PURPOSE WITHIN THIS TIME FRAME
______________.

SIGNATURE __________________________________________________DATE___/ ____/ ____

I/We wish to fulfill this commitment as indicated below: (please check the preferred method of payment)

○ My/Our check for $__________ is enclosed.

○ My/Our check for $__________ will be mailed on or about ___/___/____.

○ I/We prefer making a pledge of $__________ to be paid (check one box):
  □ quarterly  □ annually over a period of ___ years (1 to 5 years), with the first payment to be
  paid on ___/__/____. (Reminders will be sent quarterly or annually, as indicated.)

○ I/We prefer making the above gift by the following method: (reminders will not be sent for
  gifts paid through this option, but processed automatically on the first day of the month
  indicated above.)

  □ VISA  □ MasterCard  □ American Express  □ Discover

NAME OF CARDHOLDER____________________________________________________
CARD NUMBER_____________________________________________EXP.____/____/____
CARDHOLDER'S SIGNATURE_______________________________________________

NOTE: If paying by check, please make payable to Wittenberg University. If making a pledge, reminders will
be sent to you. If opting to pay by credit card, arrangements may be made online at www.wittenberg.edu/give
or by providing your information above.

My/Our employer has a matching gift program. □ yes □ no
I/We have enclosed a matching gift form. □ yes □ no

Submitted by: __________________________________________________DATE ___/___/____
Vice President of University Advancement or Designee
APPENDIX J
IRS Form 8283
APPENDIX J - CONTINUED

Form 8283 (Rev. 12-2012)

Section B. Donated Property Over $5,000 (Except Certain Publicly Traded Securities)—List in this section only items (or groups of similar items) for which you claimed a deduction of more than $5,000 per item or group (except contributions of certain publicly traded securities reported in Section A). An appraisal is generally required for property listed in Section B (see instructions).

Part I Information on Donated Property—To be completed by the taxpayer and/or the appraiser.

4 Check the box that describes the type of property donated:
   a  □  Art* (contribution of $20,000 or more)
   d  □  Art* (contribution of less than $20,000)
   g  □  Collectibles**
   j  □  Other

*Art includes paintings, sculptures, watercolors, prints, drawings, ceramics, antiques, decorative arts, textiles, carpets, silver, rare manuscripts, historical memorabilia, and other similar objects.

**Collectibles include coins, stamps, books, gems, jewelry, sports memorabilia, dolls, etc., but not art as defined above.

Note: In certain cases, you must attach a qualified appraisal of the property. See instructions.

5 (a) Description of donated property, if more space, attach a separate statement
   (b) If tangible property was donated, give a brief summary of the overall physical condition of the property at the time of the gift
   (c) Appraised fair market value

A □
B □
C □
D □

D □ Date acquired by donor (mm, dd, yyyy)
(c) How acquired by donor
(b) Donor’s cost or adjusted basis
(g) For bargain sales, enter amount received

D □ Amount claimed as deduction
D □ Fair market value claimed as deduction

Part II Taxpayer (Donor) Statement—List each item included in Part I above that the appraisal identifies as having a value of $500 or less. See instructions.

I declare that the following items included in Part I above have to the best of my knowledge and belief an appraised value of not more than $500 (per item). Enter identifying information from Part I and describe the specific item. See instructions.

Signature of taxpayer (donor) □
Date □

Part III Declaration of Appraiser

I declare that I am not the donor, the donee, a party to the transaction in which the donor acquired the property, employed by, or related to any of the foregoing persons, or married to any person who is related to any of the foregoing persons. And, if regularly used by the donor, donee, or party to the transaction, I performed the majority of my appraisals during my tax year for other persons.

Also, I declare that I perform appraisals on a regular basis and that because of my qualifications as described in the appraisal, I am qualified to make appraisals of the type of property being valued. I certify that the appraisal fees were not based on a percentage of the appraised property value. Furthermore, I understand that a false or fraudulent overstatement of the property value as described in the qualified appraisal or this Form 8283 may subject me to the penalty under section 6701(a) arising and affecting the understatement of tax liability. In addition, I understand that I may be subject to a penalty under section 6662(a) if I know, or reasonably should know, that my appraisal is to be used in connection with a return or claim for refund and a substantial or gross valuation misstatement results from my appraisal. I affirm that I have not been barred from presenting evidence or testimony by the Office of Professional Responsibility.

Signature □
Title □
Date □
Business address (including room or suite no.) □
Identifying number □
City or town, state, and ZIP code □

Part IV Donee Acknowledgment—To be completed by the charitable organization.

This charitable organization acknowledges that it is a qualified organization under section 170(c) and that it received the donated property as described in Section B, Part I, above on the following date □

Furthermore, this organization affirms that in the event it sells, exchanges, or otherwise disposes of the property described in Section B, Part I (or any portion thereof) within 3 years after the date of receipt, it will file Form 8283, Donee Information Return, with the IRS and give the donor a copy of that form. This acknowledgment does not represent agreement with the claimed fair market value.

Does the organization intend to use the property for an unrelated use? □ Yes □ No

Name of charitable organization (donee) □
Employer identification number □
Address (number, street, and room or suite no.) □
City or town, state, and ZIP code □
Authorized signature □
Title □
Date □

Form 8283 (Rev. 12-2012)
APPENDIX K
Endowed Scholarship Template

MEMORANDUM OF UNDERSTANDING
between
WITTENBERG UNIVERSITY
and
[Insert: Name of Donor]
regarding
THE [Insert: Name of Donor or Other] ENDOWED SCHOLARSHIP FUND

1. Name:
The [Insert: Name] Endowed Scholarship Fund

2. Purpose:
This endowed scholarship is created by [Insert: Donor Name] to provide financial assistance to students at Wittenberg. [Optional Insert: specific objective, name of person being honored or memorialized, etc.]

3. Selection Criteria:
The University's established Guidelines and Procedures for Financial Aid shall apply in the selection of the one or more students who receive [Insert: Scholarship Name] Scholarship. The intended purpose of the scholarship is to assist deserving students who have shown demonstrated [Insert: State particular qualifications].

The University may award one or more scholarships, which may be renewed at the University's discretion. The Office of Student Financial Aid shall make the final selection of scholarship recipient.

4. Funding:
The endowment to support the [Insert: Name of Scholarship] Scholarship will be funded by an initial gift in the amount of $_______________ from [Insert: Name of the Donor], and by such other gifts as may be made to this endowment by the original donor and others. The endowment shall have a minimum value of $25,000 and shall have been invested for one year after reaching that amount before the inception of the [Insert: Name of Scholarship] Scholarship. The University shall not be obligated to award this scholarship until the endowment fund attains this amount.

5. Administration of the Endowment:
The Designated Annual Return from the [Insert: Name of the Scholarship] Endowed Scholarship Fund shall be applied to fund the scholarships. Any excess portion of the Designated Annual Return may be retained by the University in the fund for future expenditure.

6. Investment of the [Insert: Name of Scholarship] Endowed Scholarship Fund and Determination of the Designated Annual Return:
The [_______] Endowed Scholarship Fund shall be managed and invested according to the policies and procedures adopted by the Board of Directors for the management and investment of Wittenberg endowment funds, as such policies and procedures may be amended from time to time. The management and investment of the [_______] Endowed Scholarship Fund shall include the
annual determination of a Designated Annual Return to support the scholarships as provided in this Memorandum. The Board of Directors shall annually determine the Designated Annual Return.

7. Publicity and Public Knowledge:

The initial and subsequent publicity and public acknowledgment of the creation of the [Insert: Name of Scholarship] Scholarship Endowment Fund and the designation of the [Name of Scholarship] Scholars will be made by the University following its established protocols.

8. Future Modification of the Charitable Purpose:

The University foresees that it will exist and that it will enroll students meeting the requirements of and needing the financial support to be provided by the [Insert: Name of Scholarship] Scholarships. Nevertheless, in the event that the Board of Directors of the University determine, in their sole discretion, that intervening circumstances have made it necessary to alter the donor's original purpose, those Directors may amend and restate this agreement to cause the endowment to be administered to achieve that purpose that they, in their sole discretion, have determined will most closely fulfill the donor's original intentions.

9. Reporting Procedures:

After the inception of the [Insert: Name of Scholarship], the University will provide to the donor during [her/his/their] lifetime an annual report on the scholarship fund and the name(s) of the recipient(s).

_______________________________________________________________________
[Insert: Donor’s Name] Date

BOARD OF DIRECTORS OF WITTENBERG COLLEGE, an Ohio nonprofit corporation operating Wittenberg University, Springfield, Ohio

By: _____________________________________________________________ Date
[Insert: Name]
President of Wittenberg University and duly authorized agent of the Corporation

And: _____________________________________________________________ Date
[Insert: Name]
Vice President for Finance & Administration of Wittenberg University and Assistant Treasurer of the Corporation

Submitted by: _____________________________________________________________ Date
[Insert: Name]
Vice President for University Advancement
APPENDIX L
Endowed Chair Template

MEMORANDUM OF UNDERSTANDING
between
WITTENBERG UNIVERSITY
and
[Insert: Name of Donor]
regarding
THE [Insert: Donor Name or Other] ENDOWED CHAIR in [Insert: Subject matter]

1. Name:

The [Insert: Donor Name or Other] ENDOWED CHAIR in [Insert: Subject matter]

2. Purpose:

This endowed chair in [Insert: Subject matter] is created by [Insert: Donor Name]. [Optional Insert: specific objective, name of person being honored or memorialized with information describing their accomplishments, etc.]

3. Selection Criteria:

The [Insert: Name of Endowed Chair] selection criteria will be determined by the Provost of the University in consultation with the faculty of the [Insert: Name of Department] or successor department. The nominee will be a faculty member whose record indicates teaching excellence and distinction in the discipline; however, Wittenberg agrees to consider external candidates with appropriate faculty credentials for this appointment.

4. Funding, Terms, and Conditions of the Appointment:

Funding of the Chair will occur with the accumulation of $1,500,000, which is to include [Insert: funding source(s) and amount(s)], and shall have been invested for one year after reaching that amount before the inception of the [Insert: Name of Endowed Chair]. The $1,500,000 will be placed in the permanent endowment of the University, and when fully funded, income distributions from the [Insert: Name of Endowed Chair] will provide the funding to support the compensation of the designated chair.

Further, it will provide financial support for expenses directly related to the Chair’s teaching or scholarship responsibilities, as approved by the Provost of the University. A discretionary account will also be established and disbursed, with the Provost’s approval, to support activities that enrich the teaching and learning of the [Insert: Name of Department] curriculum.

The designated Chair’s terms of appointment and compensation, which include contract salary, attendant employee benefits, length of contract, and supplementary summer, sabbatical and overload compensation, when appropriate, will be provided consistent with the general employment practices of the University, and as are usual and customary for those holding the rank of Professor in the University.

The principal of the endowment may not be invaded. The income distributions from this permanently restricted endowment may not be used for any purpose other than that described above.
5. Reporting and Recognition:

The initial and subsequent publicity and public acknowledgement of the creation of the [Insert: Name of Endowed Chair] and the designation of the [Insert: Name of Endowed Chair] will be made by the University following its established protocols.

[Insert: Donor Name] ____________________________ Date

[Insert: Donor Name] ____________________________ Date

BOARD OF DIRECTORS OF WITTENBERG COLLEGE, an Ohio nonprofit corporation operating as Wittenberg University, Springfield, Ohio

By: ____________________________________________ Date

[Insert: Name]
President of Wittenberg University and
duly authorized agent of the Corporation

And: ____________________________________________ Date

[Insert: Name]
Vice President for Finance & Administration of Wittenberg University
and Assistant Treasurer of the Corporation

Submitted by: ____________________________________ Date

[Insert: Name]
Vice President of University Advancement
APPENDIX M
Endowed Athletic Fund Template

MEMORANDUM OF UNDERSTANDING
between
WITTENBERG UNIVERSITY
and
[INSERT: DONOR’S NAME(S)]
regarding
THE WITTENBERG [INSERT: NAME OF ATHLETIC PROGRAM] ENDOWED FUND

1. Name:
The Wittenberg [Insert: Name of Athletic Program] Endowed Fund

2. Purpose:
This endowed fund is created by [Insert: Donor’s Name(s)] to provide funds for crucial expenses of the program. Fund usage should not in any way violate NCAA guidelines. At the full discretion of the [Insert: Program Director or Coach], funds may be used for, but not be limited to, the following needs:

[Insert: Bullet point items for which funds may be used such as: Team travel expenses; tournament travel expenses, including overnight lodging and meals; Uniforms; Equipment; Awards, trophies or technical equipment.]

3. Funding:
The endowment to support the Wittenberg [Insert: Name of Athletic Program] Endowed Fund will be funded by an initial gift of [Insert: Amount of gift] from [Insert: Donor’s name(s)], per [Insert: Donor’s name(s)] signed Agreement of Understanding dated ____/____/____, and by such other gifts as may be made to the endowment by the original donor(s) and others. The endowment shall have a minimum value of $25,000 and shall have been invested for one year after reaching that amount before the inception of the Wittenberg [Insert: Name of Athletic Program] Endowed Fund. The University shall not be obligated to make distributions from the fund until the endowment attains this amount.

4. Administration of the Endowment:
The Designated Annual Return from the Wittenberg [Insert: Name of Athletic Program] Endowed Fund shall provide financial assistance to the University’s [Insert: Name of Athletic Program]. Any excess portion of the Designated Annual Return may be retained by the University in the fund for future expenditure.

5. Investment of the Wittenberg [Insert: Name of Athletic Program] Endowed Fund and Determination of the Designated Annual Return:
The Wittenberg [Insert: Name of Athletic Program] Endowed Fund shall be managed and invested according to the policies and procedures adopted by the Board of Directors for the management and investment of Wittenberg endowment funds, as such policies and procedures may be amended from time to time. The management and investment of the Wittenberg [Insert: Name of Athletic Program] Endowed Fund shall include the annual determination of a Designated Annual Return to support the Wittenberg [Insert: Name of Athletic Program] as provided in this Memorandum. The Board of Directors shall annually determine the Designated Annual Return.
6. **Publicity and Public Knowledge:**

The initial and subsequent publicity and public acknowledgment of the creation of the Wittenberg [Insert: Name of Athletic Program] Endowed Fund will be made by the University following its established protocols.

7. **Future Modification of the Charitable Purpose:**

The University foresees that it will exist and that it will enroll students and offer a program meeting the requirements of and needing the financial support to be provided by the Wittenberg [Insert: Name of Program] Endowed Fund. Nevertheless, in the event that the Board of Directors of the University determine, in their sole discretion, that intervening circumstances have made it necessary to alter the donor's original purpose, those Directors may amend and restate this agreement to cause the endowment to be administered to achieve that purpose that they, in their sole discretion, have determined will most closely fulfill the donor's original intentions.

8. **Reporting:**

After inception of the Wittenberg [Name of Athletic Program] Endowed Fund, [Insert: Name of Donor(s)] will be provided an annual update on the use of the income from this fund during (his, her, their) lifetime(s).

_____________________________
[Insert Donors’ Name(s)]
Date

**BOARD OF DIRECTORS OF WITTENBERG COLLEGE,** an Ohio nonprofit corporation operating Wittenberg University, Springfield, Ohio

By: _____________________________________________________________
[Insert Name]
President of Wittenberg University and
duly authorized agent of the Corporation

And: ___________________________________________________________
[Insert Name]
Vice President for Finance & Administration of Wittenberg University
and Assistant Treasurer of the Corporation

Submitted by: _____________________________________________________
[Insert Name]
Vice President for University Advancement
Wittenberg University
Electronic Funds Transfer Authorization Agreement

DONOR INFORMATION
Donor Name: ____________________________________________
ID#: __________________ Class Year: ________________
Social Security Number: __________________________________
Address: ______________________________________________

I (we) hereby authorize Wittenberg University to initiate debit entries to my (our) checking/savings account indicated below at the depository financial institution named below, hereinafter called DEPOSITORY and to debit the same to such account.

Signature___________________________________________ Date_________________

BANK INFORMATION
Bank Name: ____________________________________________
Account Type: □ Checking Account □ Savings Account
Account Number: _______________________________________
ABA/Routing Number: ___________________________________
Transfer Date: □ 5th of the Month □ 25th of the Month
Date Transfer to Begin: __________ Date Transfer to Stop: __________

This authorization is to remain in full force and effect until Wittenberg University has received written notification from donor of its termination in such time and in such manner as to afford Wittenberg University and DEPOSITORY a reasonable opportunity to act on it.

➡ Update Electronic Funds Transfer Worksheet. (Advancement: Gift Entry–Payroll & Electronic Gifts)
➡ Update Electronic Funds Transfer Control Sheet
➡ Enter Pledge in Benefactor
➡ Copies of Documents to: Accounting Services and The Witt Fund
APPENDIX O
(must accompany Stock Power)

STOCK TRANSFER OF OWNERSHIP AUTHORIZATION

Upon receipt of this letter, please execute the following transfer of shares, represented by the indicated _____ stock certificate(s) delivered to Wittenberg University on ____/____/____ (Note: Wittenberg will insert date):

Owner of shares:
Total Shares Transferred:
Issue Name:

Stock Certificate Number:
Number of Shares:
Certificate Date:

Stock Certificate Number:
Number of Shares:
Certificate Date:

The above shares are to be transferred to the following and designated for ______________________

________________________________________

Wittenberg University
N. Wittenberg Avenue at W. Ward Street
P.O. Box 720
Springfield, OH 45501-0720
Tax ID #31-053-7177

________________________________________

Date

________________________________________

Date

SIGNATURE GUARANTEED

BY:_____________________________________

(Authorized Signature)
APPENDIX P

IRREVOCABLE STOCK OR BOND POWER

FOR VALUE RECEIVED, the undersigned does (do) hereby sell, assign and transfer to

__________________________________________________________

shares of the ___________ stock of ____________________________

represented by Certificate No. __________________________________

standing in the name of the undersigned on the books of said Company.

______________________________ bond or __________________________

in the principal amount of $ __________________ No. _______________

standing in the name of the undersigned on the books of said Company.
The undersigned does (do) hereby irrevocably constitute and appoint __________________________

attorney to transfer the said stock or bond, as the case may be, on the books of said Company,

with full power of substitution in the premises.

Date ___________________________ SIGN HERE ___________________________

In Presence of ______________________________________________________

IMPORTANT — READ CAREFULLY

The signature(s) to this Power must correspond with the name(s) as written upon the face of the certificate or bond in

every particular without alteration or enlargement or any

change whatever and must be guaranteed by a Commercial Bank or a Trust Company having its principal office or a cor-

respondent in the City of New York or by a firm having membership in the New York or Midwest Stock Exchange.

__________________________________________________________

(Person(s) Executing this Power Signs Here)

SIGNATURE GUARANTEED

By ___________________________ Authorized Signature ___________________________
APPENDIX Q
GIFT ANNUITY AGREEMENT BETWEEN

[NAME OF DONOR/S]
AND
WITTENBERG UNIVERSITY, SPRINGFIELD, OHIO
[GIFT DATE]

THE BOARD OF DIRECTORS OF WITTENBERG COLLEGE, an Ohio nonprofit corporation, operating Wittenberg University, Springfield, Ohio, (hereinafter called the “University”), agrees to pay to [NAME OF DONOR/S], residing at [Donor’s address], for [his/her/their] [life or lives] an annual annuity of [annuity amount] from the date hereof, in equal quarterly installments of [amt of quarterly payment] on the last day of March, June, September, and December. The first installment in the amount of [amount of prorata payment] (prorated from date of gift) shall be payable on [first payment date].

The obligation of the University to make annuity payments shall terminate with the payment preceding the death of [NAME OF DONOR/S]. This annuity is nonassignable.

The University certifies that [NAME OF DONOR/S], as an evidence of [his/her/their] desire to support the work of the University and to make a charitable gift, [has/have] this day contributed to the University [amount of cash or the marketable securities listed in Schedule “A” hereto annexed], receipt of which is acknowledged for its general purposes. The net principal amount remaining from this instrument shall become a part of the [endowment of the University and be known as the (name of the endowed fund) or general assets of the University to be used for its unrestricted purposes.]

The University also certifies that [NAME OF DONOR/S] [has/have] been given the Charitable Gift Annuity Donor Disclosure, a copy of which is attached and which complies with The Philanthropy Protection Act of 1995 (Public Law 104-62).

This annuity shall be governed by the laws of the State of Ohio.

IN WITNESS WHEREOF, the University has executed this instrument this [gift date such as 5th] day of [Month, Year].

[name of donor] Date
Date of Birth: 
Social Security Number:

THE BOARD OF DIRECTORS OF WITTENBERG COLLEGE,
an Ohio nonprofit corporation operating Wittenberg University, Springfield, Ohio

By:

[Insert: Name] Date
President of Wittenberg University and duly authorized agent of the Corporation

Attest:

[Insert: Name] Date
Vice President for Finance & Administration
of Wittenberg University and Assistant Treasurer of the Corporation

Submitted by:

[Insert: Name] Date
Vice President for University Advancement
APPENDIX R

[Address and logo]

[Letterhead]

[Date: JUN 11 1971]

[Reference: 2-548 ODEL 142/22-0-71]

[Letterhead]

[Address: 61-052-17]

[Letterhead]

The Board of Directors of Mittenberg College
Springfield, Ohio 45501

Gentlemen:

On the basis of your statement and the information recently submitted regarding the admissions policy of your institution and the publicizing thereof, and with the understanding that such policies will remain in effect, we consider the exempt status of your institution under Internal Revenue Code, Section 501(c), as an organization described in Section 501(c)(3).

This confirmation does not preclude a reevaluation of your admissions policy at a later date. It also does not prejudice an examination of the operations of your institution to determine if the policy as described in your statement is being implemented.

Very truly yours,

[Signature]

District Director