

GIFT AGREEMENT WORKFLOW

California State University, Northridge, recognizes the important role donor designation plays in the philanthropic process. As such, the creation and implementation of a gift agreement should be contemporaneous to the receipt of the philanthropic gift from the Donor.

- 1) Based on communication with the donor, the Director of Development, in consultation with their supervisor, drafts a gift agreement based on the approved template (see below for additional guidelines). The Associate Vice President for Development and Alumni Relations and the Vice President for University Relations and Advancement will participate in the process, as needed. The Division Vice President and/or Academic Dean, and in the case of scholarships, the Director of Financial Aid should be an integral part of this process to ensure the intended program, its description, and the fund is acceptable to the division or college.
 - a) Letters of Intent related to bequest expectancies and gift agreements related to deferred gifts (charitable remainder trusts, charitable gift annuities, among others) will utilize the same workflow with the inclusion of the Director of Planned Giving from the outset. The Director of Development and Director of Planned Giving will work together in the stewardship of this process.
 - b) Proposals and agreements related to corporations and foundations will utilize the same workflow with the inclusion of the Director of Corporate and Foundation Relations from the outset. The Director of Development and Director of Corporate and Foundation Relations will work together in the stewardship of this process.
 - c) For purposes of this workflow, the use of the term, gift agreement, refers to the documentation required for the solicitation to be completed, i.e., gift agreement, letter of intent, proposal, grant agreement, among others.
- 2) The draft gift agreement is forwarded to the Assistant Vice President – Resource Management / CSUN Foundation Chief Financial Officer (CFO) for review. The Associate Vice President for Development and Alumni Relations should be copied on the e-mail.
- 3) The CFO reviews the agreement to ensure accuracy, completeness, clarity, and compliance with University policy. The CFO works with the Director of Development and their supervisor to ensure the gift agreement fulfills the requirements.
- 4) Once review is completed, the approved gift agreement is returned to the Director of Development for presentation to the donor(s).
- 5) The Director of Development shares the draft with the donor. If substantive changes are requested by the donor(s), the Director of Development discusses those proposed changes with his/her supervisor, Associate Vice President for Development and Alumni Relations, and the division vice president and/or academic dean. After their discussion and requisite edits, the draft gift agreement is returned to the Foundation CFO for review. If only minor editorial changes are required, the Director of Development may update the document as needed.

GIFT AGREEMENT WORKFLOW

- 6) When final agreement is reached among all parties, there are two paths for execution:
 - a. The Director of Development prints two copies of the final gift agreement (being mindful of proper formatting) and submits the document to the donor(s) for signature. If the agreement is sent to the Donor by e-mail, the document should be in PDF format.
 - b. Adobe Sign can be utilized to execute the agreement. In this case, the final document is sent to the Foundation CFO, who will route the document for signature and copy the Director of Development. The use of Adobe Sign will advance the workflow to Step #11.
- 7) Once the donor(s) has signed the printed documents, the Director of Development submits the gift agreements (both copies) to the Division Vice President or Academic Dean (whoever is listed on the agreement) for signature.
- 8) With both the donor(s) and program representative's signatures, the gift agreements are forwarded to the Foundation CFO, who will coordinate the process from this point forward. The CFO will sign the agreement as CFO of the Foundation and forward the documents to the Office of the Vice President – University Relations and Advancement.
- 9) Agreements from corporations and foundations requiring a signature from a Foundation officer are given to the CSUN Foundation Chief Financial Officer for review. The CFO will acquire the requisite signature and then oversee the distribution of the document.
- 10) The Vice President of University Relations and Advancement is the final signature on the gift agreements (both copies). Once signed, the Vice President will return both copies to the CFO.
- 11) Once the agreement is fully executed, the Foundation will complete the following steps:
 - a. The original agreement will be scanned and uploaded to the University's database. The Foundation will retain the original agreement in its records.
 - b. The Foundation will work with the financial manager within the Division or College with regards to the fund and accounting considerations. The New Fund Application will be initiated by the Foundation utilizing the purpose and use of the gift as the guidelines in coordination with the Foundation's Signature Authority for Current Use and Endowment Funds. The Fund Application Workflow provides additional guidance for this process and will be referred to by both the Foundation and the Fund Manager in the completion of the Fund Application.
 - c. The second copy (or a copy of the agreement), when the paper process is utilized, will be distributed by Donor and Member Services with a cover letter signed by the Foundation President. In cases in which a gift is contemporaneous, Donor and Member Services will coordinate the

GIFT AGREEMENT WORKFLOW

process by which the agreement, gift receipt, and cover letter are delivered to the Donor.

- d. If appropriate, the commitment will be posted to the University's database.

12) Important guidelines to consider:

- a) The agreement is between the donor(s), California State University, Northridge; and the California State University Northridge Foundation.
- b) There is no delegation of authority in reference to gift agreements. The named individual must sign the document, where indicated.
- c) The appropriate signatories of a gift agreement are as follows:
 - i. The donor(s)
 - ii. Division Vice President for the area in which the funds will be utilized. Please note that for Academic Affairs, the Vice President/Provost has designated College Deans to sign agreements on behalf of their colleges. The Vice President/Provost will sign agreements on behalf of programs coordinated outside of colleges, such as EOP, Freshmen First, among others.
 - iii. The Chief Financial Officer or President of the California State University Northridge Foundation with preference to the Chief Financial Officer.
 - iv. The Vice President – University Relations and Advancement.
- d) Once the donor has signed the gift agreement, the signatures of the other parties should be obtained within a reasonable period of time (ten working days). Given the pre-approval process of the gift agreement, this should be completed with a degree of expediency.
- e) Pledges, as a result of the gift agreement, will be recorded based on the date the agreement is signed by the Vice President – University Relations and Advancement.