ASSOCIATED STUDENTS, CSUF, INC.
POLICY STATEMENTS

ASI POLICY STATEMENT #205
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POLICY CONCERNING GIFT ACCEPTANCE BY THE CORPORATION

PURPOSE

This policy clarifies the acceptance of gifts to programs under the auspices of the Associated Students, California State University, Fullerton, Inc. (ASI), a 501(c) (3) corporation chartered by the State of California.

DEFINITION

A gift is a donation given by an individual, group, or corporation to a program or service of the ASI.

Gifts may be either solicited or unsolicited. On acceptance, gifts become the property of the ASI and shall be used only for the benefit of the ASI, its programs, and services. Where appropriate, gifts must be utilized in compliance with donor restrictions.

PROCESS

1. Only gifts, bequests, devices, endowments, trusts, and similar funds which are designated for the use of the ASI may be considered for acceptance. Gift(s) must comply with ASI and CSUF policies.

2. The ASI Executive Director, or designee, is authorized to accept gifts or related funds and instruments designated by the donor or grantor for purposes and uses approved by the Board of Directors. The ASI Executive Director may make recommendations to the Board for its acceptance when there are custodial, maintenance, or other costs related to the receipt of a gift.

3. The ASI Executive Director or designee is required to present a written report to the Board of Directors upon receipt of any gift.

4. On behalf of the board, Executive Director shall exercise its public trust in making final decisions for the acceptance of all gifts and grants and for any exception to its policies and guidelines. ASI shall accept only those gifts the transference and implementation of which shall be deemed consistent with the public laws and/or regulations of the United States and the State of California.
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5. The board shall determine that gifts to the ASI are evidence of philanthropic intent and that the donor’s philanthropy is in accord with the stated mission and goals of the ASI. The purpose is to prevent ASI from being an object of philanthropic intent for either designed or innocent avoidance of taxes, prejudiced purposes, or evaluation of gifts without objective and experienced evaluation.

6. ASI reserves the right to refuse any gift that is not consistent with its mission. In addition to and without limiting the generality of, the following gifts will not be accepted by the ASI:
   - Gifts that violate any federal, state, or local statute or ordinance
   - Gifts that involve unlawful discrimination based upon race, religion, gender, sexual orientation, age, national origin, color, disability, or any other basis prohibited by federal, state, and local laws
   - Gifts that contain unreasonable conditions (e.g., a lien or other encumbrance) or gifts of partial interest and property
   - Gifts that are financially unsound
   - Gifts that could expose the ASI to adverse publicity, litigation, or other liabilities

7. In order to avoid conflicts of interests or appearances thereof, officers, directors, and employees are prohibited from accepting gifts, gratuities, or prizes from vendors, suppliers, or others with whom they have contact as a course of business. This prohibition is consistent with Conflict of Interest certification and policies of the ASI.

REPORTING

The Associated Students, Inc. Executive Director shall report to the Board of Directors those gifts which have been accepted.

Approved as policy statement on March 30, 1993
   Amended: May 18, 1999
   Renumbered from #028: December 7, 1999
   Amended: March 18, 2003
   Amended: December 9, 2003
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