

**CAL POLY POMONA FOUNDATION, INC.**

**POLICIES AND PROCEDURES**

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**Subject: Campaign Gift Assessment Fee**

**Policy No. 135**

**Reference: 337- III-B-1**

**Date: 11/17/08  
02/16/09**

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**PURPOSE**

The purpose of this policy is to provide partial recovery of operational expenses in securing gifts for the university's inaugural comprehensive capital campaign.

**POLICY**

Effective January 1, 2009, any non-endowment cash gifts including securities and gifts-in-kind that are converted to cash will be assessed a one time upfront Campaign Gift Assessment (CGA) fee of five percent (5%) based upon the value of the gift. The value of the gift is defined as the fair market value at the time the gift is received by the Foundation.

**PROCEDURE**

The fee will be charged on a monthly basis to all non-endowment cash gifts and gifts-in-kind recorded and converted to cash in the current month and the proceeds from the CGA fee shall be distributed to the University Capital Campaign project # 195790 or any another project as so designated by the authorized signor(s).

If the donor(s) objects to the CGA fee or any portion thereof then the amount of the CGA fee may be paid by other means including future earnings from the gift or unrestricted funds under the control of the authorized signor benefiting from the gift.

This policy will be reviewed annually by Foundation management in concert with the Vice President of Development or their designee to determine if the policy is providing partial recovery of operational expenses for the comprehensive capital campaign. In addition, Foundation management will provide an analysis of the fees charged under this policy to the Finance and Investment Committee and the Board on an annual basis.