



Delaware State University

University Area(s) Responsible: University Foundation

Policy Number & Name: 15-01 Annual Giving Policy

Approval Date: 02/29/2016

Next Review Date: 03/01/18

I. Purpose

The purpose of this policy is to define the methods in which charitable contributions can be made to Delaware State University.

II. Scope

This policy applies to all monetary gifts made to the University.

III. Policy

The DSU Foundation operates on a fiscal year which begins on July 1 and ends June 30 of the following year. All annual contributions that are received during this time period are counted for that fiscal year. Donors can designate their gifts to any existing fund account within the DSU Foundation; however, we encourage donors to give to the general scholarship fund. All annual donations are tax deductible within the limits of IRS regulations.

A. Contributions to the DSU Foundation for annual giving will be accepted in the following forms:

1. Cash

- a. Cash donations should always be accepted by an authorized staff person from the Development Office
- b. Any exceptions should be documented and approved prior to acceptance
- c. A receipt should be given at all times
- d. The donor should provide their name, email, telephone, and address when donating cash
- e. All further cash handling shall follow the Cash Management policy of the University.

2. Check/Money Order

- a. Made payable to: Delaware State University Foundation
- b. The memo section should state where the donor would like to designate their donation
- c. Any returned check fees will be the responsibility of the donor

3. Debit/Credit Card

Credit card donations will be accepted online via the DSU website: www.desu.edu or over the phone by calling the Development Office at 302-857-6055. If accepting a credit card donation onsite, an authorized staff member of the Development Office should be present to receive the credit card information.

The following cards are accepted by the DSU Foundation:

- a. AMEX
 - b. Discover
 - c. MasterCard
 - d. Visa
4. Payroll deduction (current Faculty and Staff only)
 - a. Faculty and Staff members are encouraged to make their contributions via payroll deduction. The form can be submitted online via the DSU website: www.desu.edu or downloaded and submitted in the Development Office.
 5. ACH
 - a. Donors can setup automatic withdrawals from their checking account.
 - b. To setup ACH payments, donors should contact the Development Office at 302-857-6055 to request the Recurring Payment form.
 6. Pledges
 - a. Pledges may be made for a term of two or more years
 - b. All pledges should be fulfilled within the agreed term
 - c. Pledge payments should be made by the aforementioned forms of payment
 - d. We encourage donors to give unrestricted funds
 7. Matching Gifts

The DSU Foundation will accept matching gifts from companies that match their employee's contributions to 501(c)(3) organizations. Upon request, the DSU Foundation will provide information about which companies offer matching gift programs. It is the donor's responsibility to contact the appropriate administrators within their company to fill out the necessary paperwork to execute the match to the DSU Foundation.