



The
UNIVERSITY
of **VERMONT**

Policy V. 5.0.1.1

Responsible Official: Vice President for
Alumni and Development Relations

Effective Date: August 20, 2005

Gift Proposal Clearance

Policy Statement

It is the policy of the University to coordinate gift proposals. This coordination will ensure that proposals closely match University priorities with the interests, intentions, and capabilities of donors.

Reason for the Policy

This policy is established so that designated University gift proposal approval officers will be aware of proposals being submitted to prospective donors to better coordinate proposals and to ensure that a prospective donor is not receiving several uncoordinated requests for funding. This policy is not intended to curb initiative or interfere with long-standing relationships with prospective donors.

Strategic Direction

This policy supports the following goal in the University's Strategic Plan
http://www.uvm.edu/president/?Page=strategic_planning/strategicplan.html :

- Focus the human, fiscal, environmental, technological and physical resources of the University on institutional values and priorities

Applicability of the Policy

This policy encompasses all proposals for gifts to the University of Vermont from all donors (including individuals, corporations, foundations, and public agencies).

Policy Elaboration

Before a proposal for a gift is sent to a prospective donor, the proponent of the proposal must first secure the approval of the appropriate dean or vice president, using the Request for Approval of Proposal form. The proposal and any supplemental information or comments must be attached to the form.

The form must then be routed to the appropriate designated University gift proposal approval officer, depending on the amount of the proposed gift, as follows:

Amount of Proposal	Approval Officer
\$250,000 +	University President or Provost
\$25,000-\$249,999	Vice President for Development and Alumni Relations

To allow adequate time for the approval process, the proponent must submit the proposal to the Associate Vice President for Development and Alumni Relations at least **three weeks** in advance of its mailing or delivery to the prospective donor. The Associate Vice President will be responsible for obtaining authorized signatures, recording the approval, and returning information to the proponent.

In special circumstances, such as the request by a prospective donor for expedited approval, the proponent must expedite the process through normal administrative channels.

Definitions

None

Forms

[Request for Approval of Proposal](#)

Contacts

Questions related to the daily operational interpretation of this policy should be directed to:

Associate Vice President
Development and Alumni Relations
656-3228

The Vice President for Development and Alumni Relations is the official responsible for the interpretation and administration of this policy.

Related Documents/Policies

[Gift Acceptance Policy](#)

Gift Review Committee

Effective Date

Approved by the President on August 20, 2005