

**GIFT AGREEMENT QUESTIONNAIRE**

**DONOR**

**Donor Name** \_\_\_\_\_

Is the Donor a UF faculty or staff member?      Yes                      No

If corporate donor, name and title of person to sign \_\_\_\_\_

Advance ID \_\_\_\_\_ Proposal ID \_\_\_\_\_

College/Unit \_\_\_\_\_ Amount of gift \_\_\_\_\_

**IS THIS GIFT ANONYMOUS?**      Yes      No (if yes, complete Anonymous section page 2)

**FUND**      **New**                      **Existing**                      **(Fund number if existing \_\_\_\_\_ )**

Fund name\* \_\_\_\_\_

\*Fund name cannot contain more than 100 characters, including spaces.

**GIFT**      **Endowed**                      **Non-endowed**

Purpose

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Legacy Statement (motivation, inspiration, memorial)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PAYMENTS**      **Lifetime**                      **Estate plan**

**If lifetime:**      Cash      Stock      Other (specify) \_\_\_\_\_

Schedule of payments:	Amount	Date
Initial payment	_____	_____
Subsequent payments	_____	_____ (years)

**If estate plan:**

Portion of estate (specify % and est. value) \_\_\_\_\_ Residuary estate (specify est. value)

Specific cash amount \_\_\_\_\_ Other (specify) \_\_\_\_\_

**NAMING**

Is a physical space being named? No Yes (Specify): \_\_\_\_\_

Is a College, School, or Department being named? No Yes (Specify): \_\_\_\_\_

Is a Center, Program, or Institute being named? No Yes (Specify): \_\_\_\_\_

**Any other special conditions:** \_\_\_\_\_

**I certify this proposal has been approved by the appropriate manager and complies with all UFF policies.**

**Development Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

**AVP or Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

**Anonymous Donors - If donor wishes to be ANONYMOUS, please complete:**

	Yes	No
Central Acknowledgement Letters (gifts \$1M and up)		
Unit Acknowledgement Letters		
Endowment Reports to be mailed by Central		

If no, specify delivery method: \_\_\_\_\_

Central Recognition Website listing

**President’s Council Leadership Giving Society Information (where applicable)**

- Include in the President’s Council?  
    If yes, they will receive a welcome packet with levels and benefits
- List in the digital Honor Roll of Donors posted by Central?
- Mail the Football Parking Pass Request form?
- Invite to Recognition Events?

Code as **No Solicit**

Code as **No Mail** (Limits mail sent to donor)

Code as **No Contact** ever (Q) (Eliminates all central contact)

**Other Mailings**

- Pledge Reminders
- College/Unit Mailings
- Florida Gator Magazine (mailed by UFAA)