

**GIFT AGREEMENT WORKFLOW**

- 1) Based on communication with the donor, the Director of Development, in consultation with their supervisor, drafts a gift agreement based on the approved template (see below for additional guidelines). The Associate Vice President for Development and the Vice President for University Advancement will participate in the process, as needed. The Division Vice President and/or Academic Dean, and in the case of scholarships, the Director of Financial Aid should be an integral part of this process to ensure the intended program, its description, and the fund is acceptable to the division or college.
  - a) Letters of Intent related to bequest expectancies and gift agreements related to deferred gifts (charitable remainder trusts, charitable gift annuities, among others) will utilize the same workflow with the inclusion of the Director of Planned Giving from the outset. The Director of Development and Director of Planned Giving will work together in the stewardship of this process.
  - b) Proposals and agreements related to corporations and foundations will utilize the same workflow with the inclusion of the Director of Corporate and Foundation Relations from the outset. The Director of Development and Director of Corporate and Foundation Relations will work together in the stewardship of this process.
  - c) For purposes of this workflow, the use of the term, gift agreement, refers to the documentation required for the solicitation to be completed, i.e., gift agreement, letter of intent, proposal, grant agreement, among others.
- 2) The draft gift agreement is forwarded to the Assistant Vice President – Resource Management / CSUN Foundation Chief Financial Officer (CFO) for review. The Associate Vice President for Development should be copied on the e-mail.
- 3) The CFO reviews the agreement to ensure accuracy, completeness, clarity, and compliance with University policy. The CFO works with the Director of Development and their supervisor to ensure the gift agreement fulfills the requirements.
- 4) Once review is completed, the approved gift agreement is returned to the Director of Development for presentation to the donor(s).
- 5) The Director of Development shares the draft with the donor. If substantive changes are requested by the donor(s), the Director of Development discusses those proposed changes with his/her supervisor, Associate Vice President for Development, and the division vice president and/or academic dean. After their discussion and requisite edits, the draft gift agreement is returned to the CFO for review. If only minor editorial changes are required, the Director of Development may update the document as needed.
- 6) When final agreement is reached among all parties, the Director of Development prints two copies of the final gift agreement (being mindful of proper formatting) and submits the document to the donor(s) for signature.
- 7) Once the donor(s) has signed, the Director of Development submits the gift agreements (both copies) to the Division Vice President or Academic Dean (whoever is listed on the agreement) for signature.

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- 8) With both the donor(s) and program representative's signatures, the gift agreements are forwarded to the CFO, who will coordinate the process from this point forward. The CFO will sign the agreement as CFO of the Foundation and forward the documents to the Office of the Vice President – University Advancement.
- 9) The Vice President of University Advancement is the final signature on the gift agreements (both copies). Once signed, the Vice President will return both copies to the CFO.
- 10) The CFO will oversee the posting of the information into the Foundation's accounting and into the University's database. Any additional paperwork, including applications for new funds, will be initiated at this time. The two copies of the gift agreement will be filed as follows:
  - a) First copy will be scanned and attached to the donor(s) record(s). The original will be retained by the California State University Northridge Foundation.
  - b) The second copy will be forwarded to the Director of Development to be given to the donor(s) for their files.
- 11) Important guidelines to consider:
  - a) The agreement is between the donor(s), California State University, Northridge; and the California State University Northridge Foundation.
  - b) There is no delegation of authority in reference to gift agreements. The named individual must sign the document, where indicated.
  - c) The appropriate signatories of a gift agreement are as follows:
    - i. The donor(s)
    - ii. Division Vice President for the area in which the funds will be utilized. Please note that for Academic Affairs, the Vice President/Provost has designated the College Dean to sign agreements on behalf of the division.
    - iii. The Chief Financial Officer or President of the California State University Northridge Foundation with preference to the Chief Financial Officer.
    - iv. The Vice President – University Advancement.
  - d) Once the donor has signed the gift agreement, the signatures of the other parties should be obtained within a reasonable period of time (ten working days). Given the pre-approval process of the gift agreement, this should be completed with a degree of expediency.
  - e) Pledges, as a result of the gift agreement, will be recorded based on the date the agreement is signed by the Vice President – University Advancement.
- 12) Grant agreements from corporations and foundations requiring signature should be given to the CSUN Foundation Chief Financial Officer for review prior to signature by the Vice President of University Advancement. Once reviewed, the CFO will acquire the requisite signature and then oversee the distribution of the document. The Foundation will retain an original copy of the agreement as part of the grant administration. Similar to a gift agreement, a pledge may be recorded by the Foundation based on the date the agreement is fully executed.