UNIVERSITY OF RICHMOND

Quick Reference Guide to Gift Documentation

DOCUMENTING NEW GIFTS

Below you can find the detailed workflows for different gift types and gift amounts, including existing funds, gifts to establish new funds, gifts to support capital projects, and certain types of planned gift vehicles. This should clearly identify the role gift officers will need to play in each workflow.

GIFTS AND COMMITMENTS TO AN EXISTING FUND

GIFTS OF LESS THAN $100,000

For gifts and commitments of less than $100,000 to a fund that already exists, or to change the designation of such a gift, an email exchange with the donor is sufficient documentation.

WORKFLOW

1	**Gift officer** sends an **email** to the donor, specifying: Fund Name, Total Gift Amount, and Installment Schedule. The donor must reply in writing to confirm or correct.
2	**Gift officer** then forwards the email chain to advops@richmond.edu with the following additional information: Constituent Name(s), Constituent Lookup ID(s), Fund Lookup ID.
3	**Advancement Operations** books the pledge in ArachNet.
4	**Annual Giving** generates and mails pledge reminders on the specified installment schedule.

TEMPLATE: EMAIL

GIFTS OF MORE THAN $100,000

Gifts and commitments of $100,000 or more to a fund that already exists should be documented with a Gift Intention.

WORKFLOW

1	**Gift officer** completes **Gift Intention** and sends (either via email or mail) to donor for their review and signature.
2	**Donor** can return the signed Gift Intention either via email or mail.
3	**Gift officer*** then: a. Forwards signed Gift Intention to advops@richmond.edu with the following additional information: Constituent Name(s), Constituent Lookup ID(s), Fund Lookup ID. b. Saves signed Gift Intention in the Gift Documentation folder in Box.
4	**Advancement Operations** books the pledge in ArachNet.
5	**Annual Giving** generates and mails pledge reminders on the specified installment schedule.

**Alternatively, these steps may be completed by Administrative Assistant, Office of Major Gifts.*

TEMPLATE: GIFT INTENTION

GIFTS AND COMMITMENTS TO ESTABLISH A NEW FUND

GIFTS TO ESTABLISH A NEW FUND

Donors most commonly establish a new endowed fund, but this is also applicable in the rare case of a new current restricted fund. Sometimes, a donor is ready to make their gift before the gift documentation is completed, in which case we can designate the gift to the Pending fund temporarily and adjust the designation once the steps below are completed. Gifts and commitments to establish a new fund should be documented with both:

a) Gift Usage Agreement outlining the restrictions for the usage of the gift, and

b) Gift Intention listing the total gift amount and installment schedule.

WORKFLOW

1	**Gift officer** completes Gift Documentation Request (GDR).
2	**Donor Relations** drafts documentation and saves in Box.
3	**Gift officer** reviews and approves draft documentation in Box.
4	**Donor Relations** circulates draft documentation to appropriate reviewers.
5	Once reviewed, **Donor Relations** circulates finalized documentation for internal signatures.
6	Once signed, **Donor Relations** mails two copies to donor, one for them to sign and return.
7	Once returned, **Donor Relations** completes the **New Fund Request** (NFR) to have the fund created in ArachNet and Banner.
8	Once NFR is completed, **Donor Relations** marks GDR completed and sends email notification with Box links to both the fully executed gift documentation and NFR.

TEMPLATE: USAGE AGREEMENTS – **FOR REFERENCE ONLY**, DONOR RELATIONS WILL GENERATE

- Unrestricted scholarship
- Restricted scholarship
- Summer Fellowship
- Group gift

ENDOWED FUND TOOLKIT FOR DEVELOPMENT

This document outlines endowed fund type minimums, allowable criteria, endowed fund activation and spending distribution, and stewardship of endowed fund donors.

PLANNED GIFT COMMITMENTS

PLANNED GIFTS TO AN **EXISTING FUND**

Planned gift commitments (e.g. bequest or beneficiary designation) to a fund that already exists should be documented with a Notification of Deferred Gift.

WORKFLOW

1	**Gift officer** completes **Notification of Deferred Gift**, with consultation if necessary from Associate Director of Gift Planning, and sends (either via email or mail) to donor for their review and signature.
2	**Donor** can return the signed Notification of Deferred Gift either via email or mail.
3	Gift officer*: a. Forwards signed **Notification of Deferred Gift** to giftplanning@richmond.edu with the following additional information: Constituent Lookup ID(s), Fund Lookup ID. b. Saves signed Notification of Deferred Gift in the Gift Documentation folder in Box.
4	**Gift Planning** books the planned gift in ArachNet.

**Alternatively, these steps may be completed by Administrative Coordinator, Office of Major Gifts.*

TEMPLATE: NOTIFICATION OF DEFERRED GIFT

PLANNED GIFTS TO ESTABLISH A **NEW FUND**

A planned gift commitment must be commensurate to our existing giving levels to establish a new fund; anything below those thresholds must be directed to an existing fund. A planned gift commitment (e.g. bequest or beneficiary designation) to establish a new fund should be documented with both:

a) Gift Usage Agreement outlining the restrictions for the usage of the gift, and

b) Notification of Deferred Gift

WORKFLOW

1	Gift officer: a. Completes **Notification of Deferred Gift**, with consultation if necessary from Associate Director of Gift Planning. b. Completes **Gift Documentation Request** (GDR), which will initiate the process described in the Gifts and Commitments to Establish a New Fund section above.
2	Once both the **Notification of Deferred Gift** and **Gift Usage Agreement** are ready for donor signature, **Donor Relations** mails two copies of each to donor; they sign and return one of each.
3	Donor Relations: a. Forwards signed **Notification of Deferred Gift** and **Gift Usage Agreement** to giftplanning@richmond.edu with the following additional information: Constituent Lookup ID(s), Fund Lookup ID. b. Saves signed Notification of Deferred Gift and Gift Usage Agreement in the Gift Documentation folder in Box.
4	**Gift Planning** books the planned gift in ArachNet.

TEMPLATE: GIFT USAGE AGREEMENT-PLANNED GIFT [hyperlink coming soon]
TEMPLATE: NOTIFICATION OF DEFERRED GIFT

GIFTS AND COMMITMENTS TO A CAPITAL PROJECT

GIFTS TO A CAPITAL PROJECT

Gifts of $25,000 or more to a capital project should be documented with a specialized Gift Intention. Donor Relations maintains an inventory of available naming opportunities and manages the workflow from space request to gift documentation to sign installation.

WORKFLOW

1	**Gift officer** completes Named Space Request to hold or secure a space.
2	**Donor Relations** reviews request, then drafts **Gift Intention** and saves in Box, along with any physical recognition **proof** for review.
3	**Gift officer** reviews and approves **Gift Intention** and reviews and edits **proof** in Box.
4	**Gift officer** sends both (either via email or mail) to donor for their review and signature.
5	**Donor** can return the signed **Gift Intention** either via email or mail and review **proof** for edits.
6	Gift officer*: a. Forwards signed **Gift Intention** to advops@richmond.edu and giftdocs@richmond.edu with the following additional information: Constituent Name(s), Constituent Lookup ID(s), Fund Lookup ID. b. Saves signed Gift Intention in the Gift Documentation folder in Box. c. Marks any edits as a note on the **proof** PDF in Box.
7	**Donor Relations** finalizes proof review and begins production process of physical recognition.
8	**Advancement Operations** books the pledge in ArachNet.
9	**Annual Giving** generates and mails pledge reminders on the specified installment schedule.

**Alternatively, these steps may be completed by Administrative Assistant, Office of Major Gifts.*

TEMPLATE: GIFT INTENTION-CAPITAL PROJECT

NAMED SPACES TOOLKIT FOR DEVELOPMENT

This document outlines additional process and policy regarding named spaces on campus.

OTHER TYPES OF GIFT DOCUMENTATION

Generally, these are handled on a case-by-case basis with Donor Relations and the Assistant Vice President of Development.

Group Gifts

Group gifts should typically be documented in the same way as described above — depending on the type of gift. One lead donor should be identified to sign the documentation. For more information, view the Group Gift policy [hyperlink coming soon].

Charitable Gift Annuities

These require a specialized gift agreement; contact the Associate Director of Gift Planning for assistance.

Memorandum of Understanding (MOU)

Used to provide additional clarity or the University's understanding of the intended purpose of a gift, particularly when a legal representative can't be identified. Frequently used when a bequest is received without an agreement on record.

Amended & Restated Gift Usage Agreement

Used to document formal changes to existing gift documentation, typically to adjust the donor's preferences or allowable uses.

WHO CAN HELP?

If you have questions about anything in this guide, please reach out to Donor Relations' primary contact for gift documentation:

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