

CHAPTER SEVEN

UNIVERSITY ADVANCEMENT

750 ADVANCEMENT OPERATIONS

750.1 Advancement Services

The Advancement Services office is responsible for the receipting of all gifts other than securities on behalf of the University and its Auxiliary Organizations and for maintenance of the Cal Poly Foundation's centralized constituent database. Advancement Services has sole responsibility for the following activities in support of the University:

- a. receipt of private, non-securities gifts according to Cal Poly's Gift Acceptance Policy;
- b. administer the matching gifts program; and
- c. update and verify alumni and donor records, and maintain the reference contact list for University constituents.

750.2 Trusts, Endowments, Accounting and Gift Administration

750.2.1 Management of Donations

The Cal Poly Foundation is responsible for investing, managing and administering donations received for the benefit of Cal Poly, and for receipting of all gifts of securities. Administrative services may be provided by University employees as outlined by a formal agreement. Cal Poly Foundation policies can be found under CAP 1100.

750.2.2 Gift Agreements

Advancement Operations has the sole responsibility for the creation, review, circulation, approval and maintenance of all gift agreements.

750.3 Prospect Management and Research

The Prospect Management and Research office is solely responsible for tracking all significant contact activities with prospective major donors. University staff shall not initiate contact with a prospective donor without prior consultation with Prospect Management and Research staff.

750.4 Maintenance and Confidentiality of Records

University Advancement maintains the official University-wide development database for biographical, contact, relationship, and giving information about university constituents. The central filing system is overseen by Prospect Management and Research. Data contained in the files is considered sensitive and confidential, to the extent permitted by law, and is to be used for authorized purposes only.

References for CAP 750:

1. Date approved by the President: May 15, 2013
2. Effective Date: May 15, 2013
3. Responsible Department/Office: University Advancement
4. Revision History: Not applicable.
5. Related University Policies, Procedures, Manuals and/or Documents:
 - a. Advancement Services guidelines and forms,
<http://www.advancement.calpoly.edu/content/forms/index>.
 - b. Cal Poly Foundation forms and guidelines,
<http://www.calpolyfoundation.org/forms.html>.
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy:
 - a. California Education Code Section 89720 et seq.