



Ilisaġvik College & Ilisaġvik College Foundation Gift Acceptance and Donor Appreciation and Recognition Policy

Purpose	1
Policies	1
Gift Acceptance	2
A. Acceptance Introduction	2
B. Donation Acceptance Ethical Considerations	2
Donor Appreciation	3
A. Gift Acknowledgement	3
B. Accountability of Use of Gifts	3
Donor Recognition	3
A. General	3
B. Recognition Categories and Methods	4
I. Corporate Giving	4
II. Individual Giving	4
III. Endowed Funds	4
IV. Capital Campaigns/Gifts	5
V. Facilities Naming	5
VI. Planned Gifts	5
VII. Annual Scholarships	5
Authority for Administration of Gift and Donor Policies	6
Appendix	7
Donor's Bill of Rights	7

Purpose

The purpose of these policies is to ensure that all donors to Ilisaġvik College and the Ilisaġvik College Foundation are appropriately and fairly recognized for their contribution to the service, accomplishments, and growth of the college. This will result in a positive ongoing relationship that will stimulate their subsequent and/or increased giving and inspire non-donors to support the college.

Policies

Ilisaġvik College will accept a gift and demonstrate its appreciation by promptly recognizing donors according to the guidelines herein.



Gift Acceptance

A. Acceptance Introduction

Ilisaġvik College and Ilisaġvik College Foundation encourages the solicitation and acceptance of gifts for purposes that help the college further and fulfill its mission. The goal of this policy is to uniformly treat donors and their gifts with full disclosure and provide guidelines for the acceptance and stewardship of gifts. The provisions of this policy apply to all gifts received by the College and Foundation for any of its programs or services. Specific gifts are considered on their merits and final action is taken on those as authorized by the Ilisaġvik College Board of Trustees and Ilisaġvik College Foundation Board of Directors, as well as appropriate College leadership.

B. Donation Acceptance Ethical Considerations

At all times Ilisaġvik College and Ilisaġvik College Foundation employees and Trustees and Directors are to avoid conflicts of interest and the appearance of conflicts of interest. The College and Foundation will not knowingly accept donations from corporations, foundations, other organizations, events or individuals – nor will it participate in or endorse an event or employ third party fundraisers – that are not consistent with the College and Foundation's vision and mission. If there is any doubt whether a potential partnership could violate this principle, it shall be presented to the Grants and Development Committee for approval.

Ilisaġvik College and Ilisaġvik College Foundation will not knowingly accept funds from, or align itself with, any funding source known to have violated the rights of an individual because of that person's race, religion, gender, sexual orientation, or disability.

Ilisaġvik College and Ilisaġvik College Foundation cannot give accounting, tax, or legal advice to donors about their contribution. It is strongly encouraged that each donor consults with a qualified advisor. It is the donor's responsibility to secure independent legal counsel for all gifts made to the College and Foundation.

Donors who wish to remain anonymous and not be included in published lists of donors must state so at the time of the gift. Completion of the donation remittance envelope or mention of name on any correspondence accompanying the donation is deemed written permission to be included in published lists of donors.

Ilisaġvik College honors the Donor Bill of Rights (see Appendix of this document) in the spirit of philanthropy dedicated to pursuit of the common good.



Donor Appreciation

A. Gift Acknowledgement

The College and Foundation will follow current IRS gift substantiation guidelines when issuing acknowledgement letters/receipts for tax purposes.

All donors will receive a personal thank you letter and, if appropriate, accompanying receipt from the College, regardless of the size of the gift, no later than two (2) weeks of receipt of donation. Recurring donors, such as employees who give biweekly out of their paychecks, will be issued a thank you and receipt at the end of the calendar year or the end of the recurring gift cycle (whichever comes first) after an initial acknowledgement of the gift.

All donors will be recognized in the appropriate Ilisaġvik College publications including, but not limited to: The Ilisaġvik College Annual Report, website, commencement ceremony program, and press releases.

B. Accountability of Use of Gifts

All donors will receive a copy of Ilisaġvik College's Annual Report (hard copy or email), which contains features that inform the donors of the accomplishments their donations made possible. Donors may request updates on the use of their gifts at any time by contacting the Ilisaġvik College Institutional Advancement office at ilisagvikgiving@ilisagvik.edu.

Donor Recognition

A. General

Permission: To the best of its ability, Ilisaġvik College will try to consult with the donor and obtain permission before any public listing. The default process is to publicly recognize unless requested by the donor to remain anonymous. Requests for anonymity will be respected. When possible, giving forms will be used when donors contribute to Ilisaġvik College, which notes the option to remain anonymous.

Accuracy: All donors who qualify for permanent recognition (plaques, buildings, etc.) will be consulted to determine the accuracy of spelling and preference for listing before recognition occurs.

In-kind Contributions: In-kind contributions of products, services, equipment, furnishings, etc., shall receive recognition based on the fair market value of the gift, and shall be recognized according to the same guidelines used to recognize cash gifts.

Timeliness of Recognition: Temporary and/or permanent recognition for gifts will be completed as soon as feasible. The College will work with the donor(s) to determine an appropriate timeline for completion.



Uniqueness: It is understood that there will be unique instances that may necessitate recognition outside of these established criteria. Recognition of gifts in this category will be on an individual basis as determined by the Ilisaġvik College Board of Trustees/Ilisaġvik College Foundation Board of Directors upon the recommendation of the appropriate College Department.

Costs: Adequate budget will be made available to conduct the donor recognition program.

Right of Refusal: The Ilisaġvik College Board of Trustees/Ilisaġvik College Foundation Board of Directors reserves the right to refuse any gifts, according to their discretion.

B. Recognition Categories and Methods

Individuals and businesses that contribute cash or in-kind products/services (restricted or unrestricted) in any one calendar year will be recognized as a member of the following societies.

I. Corporate Giving

- i. \$1 - \$9,999: Qaugak, Duck
- ii. \$10,000 - \$24,999: Tiġiganniaq, White Fox
- iii. \$25,000 - \$49,999: Amaġuq, Wolf
- iv. \$50,000 - \$74,999: Qavvik, Wolverine
- v. \$75,000 - \$99,999: Ugruk, Bearded Seal
- vi. \$100,000 - \$199,999: Nanuq, Polar Bear
- vii. \$200,000 and Up: Aġviq, Bowhead Whale

II. Individual Giving

- i. \$1- \$99: Niġliq, Goose
- ii. \$100-\$499: Aanaaktiq, White Fish
- iii. \$500-\$999: Ukpik, Snowy Owl
- iv. \$1,000-\$2,499: Natchiq, Ringed Seal
- v. \$2,500-\$4,999: Tuttu, Caribou
- vi. \$5,000 and Up: Aiviq, Walrus

III. Endowed Funds

Those individuals who pledge or make a gift of (\$25,000) or more to create an endowment will have the opportunity to title the endowment with their name or the name of someone they wish to honor, as long as it does not cause confusion, conflict with the College's mission, or cause a problem with College general accounting procedures.

In addition, endowment donors will receive special recognition in the Annual Report, college events, and other social media opportunities.





IV. Capital Campaigns/Gifts

Gifts or pledges made in support of a capital campaign or specific facility project will be recognized according to the major gift recognition guidelines as stated above, or by the giving policy of that project.

V. Facilities Naming

Due to the differing natures, purposes, and costs of capital projects, the naming of buildings, spaces within buildings, or other campus spaces, will normally be determined on a case-by-case basis in conjunction with the donor, the Ilisaġvik College Board of Trustees and/or Ilisaġvik College Foundation Board of Directors, and the appropriate College leadership.

In order to publicly honor those contributors who have generously supported Ilisaġvik College with substantial unrestricted gifts, the College may offer special naming opportunities for donors whose cumulative unrestricted giving has reached \$2 million or more. These naming privileges will be determined on a case-by-case basis in conjunction with the donor, the Ilisaġvik College Board of Trustees and/or Ilisaġvik College Foundation Board of Directors, and the appropriate College leadership.

Ilisaġvik College reserves the right to rename facilities, spaces or programs that have undergone substantial change, but will continue to honor the donor or individual of importance. In the event that a facility/space name change is warranted, the original donor will be honored by being included in a special “Legacy of the Past” display located on the Ilisaġvik College main campus. Displaced plaques or other recognition signage will become part of the display.

VI. Planned Gifts

Donors of bequests, life-income agreements, regular gift of life insurance, gifts of retirement assets, and other special planned gifts made to Ilisaġvik College will be recognized in membership in the Qasigiaq (Spotted Seal) Society. Membership will begin when Ilisaġvik College is notified of this planned gift by the donor (or their advisor) that Ilisaġvik is included in their will. If removed as a beneficiary, or from a planned gift, the donor will be removed from the Society. If an unexpected testamentary gift is received after a donor’s death, the donor will be recognized as a major donor as outlined earlier in this policy.

VII. Annual Scholarships

Those who establish a scholarship fund for annual distribution to students (not-endowed) will have the opportunity for recognition by naming the fund in their name or the name of someone they wish to honor. In addition, these donors will receive recognition within any college publication, printed or on-line, that promotes the use and purpose of the named fund.





Authority for Administration of Gift and Donor Policies

The final authority for the resolution of issues relative to these donor recognition policies rests with the Ilisaġvik College Board of Trustees/Ilisaġvik College Foundation Board of Directors after consultation with the appropriate Ilisaġvik College leadership. The Ilisaġvik College Board of Trustees/Ilisaġvik College Foundation Board of Directors may amend or modify these policies as appropriate.



Appendix

Donor's Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the public, and that donors and prospective donors can have full confidence in Ilisaġvik College and Ilisaġvik College Foundation. We declare that all donors have these rights:

- I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.