

ANDREWS UNIVERSITY DONATION POLICY

Andrews University is committed to being a good citizen and supporting public service as is demonstrated through its faculty and staff engaged in public service, support of activities such as WAUS and programming in the Howard Performing Arts Center. The University also provides a limited amount of funds to support various local programs.

The University has designated the Vice President for Advancement and his staff to develop and maintain outside relationships. Just as all solicitation activity is coordinated through the Advancement offices of the University, all donations made in the name of the University are coordinated through the Advancement office.

Because Andrews University receives significant donations and subsidies, it needs to use and manage its resources very carefully in order to keep faith with its donors and church partners. Accordingly, a minimal budget is allocated each year for the making of donations to other entities and this budget is administered by the Advancement Office.

Each department is given a budget to serve its direct operating needs. Accordingly departmental funds are not to be used for donative purposes. Personal philanthropic desires of a departments faculty or staff should be satisfied individually and not by using University funds.

POLICIES

- 1) All charitable donations made in the name of the University will be made from the office of University Advancement. Anyone wishing to make a recommendation for donation by the University should make their request known to the Office of Advancement for consideration. Final decisions for such donations will be made by the Vice-President for Advancement or his staff.
- 2) **No solicitations** for University departmental funds by individuals, external entities, departments or clubs are allowed. All such requests for funds should be directed to the Advancement office.
- 3) Requests made by guest speakers to have the University donate their honorariums donated to a charity of their choice will not be honored. This type of activity is not allowed by the IRS unless the honorarium is reported as taxable income to the guest speaker at the same time. If the honorarium recipient wishes to make a charitable gift they should take receipt of the proffered honorarium and make the donation themselves.