



**UC SAN DIEGO FOUNDATION
PLANNED GIFTS GUIDELINES
(With Delegations of Authority and Standard Acceptance Criteria)**

I. DEFINITION

Planned gifts are contributions from individuals wherein the use of the gift is usually deferred, and may involve assets without a readily ascertainable value in excess of \$50,000.

II. SOLICITATION

The solicitation of planned gifts is the formal process of asking for support, and is engaged in only by authorized representatives of the UC San Diego Foundation (“the Foundation”). Representatives authorized to solicit planned gifts on behalf of the Foundation are the Chancellor, Vice Chancellor Advancement/President of the Foundation, Associate Vice Chancellor-University Development/Vice President of the Foundation, and Associate Vice Chancellor-Health Sciences Development/Vice President of the Foundation, as determined by the delegation of authority from the President of the University of California. (See Appendix I, page 4) All others are asked to encourage planned gifts and to coordinate their activity with the UCSD Development Office.

III. TYPES OF PLANNED GIFTS

A. COMMON:

- Cash and/or Publicly Traded Securities given within a planned gift vehicle
- Real Estate – residential and/or commercial
- Financial Assets including but not limited to: life insurance, retirement benefits, and notes or contracts

B. OTHER (Usually outright gifts):

- Tangible Personal Property including but not limited to: artwork, antiques, books, stamps, coins, rare automobiles, and boats

- Unique Assets including but not limited to: patent rights, royalties, options, and mineral rights

IV. METHODS OF MAKING PLANNED GIFTS

The following are common methods of making planned gifts:

- Outright Gifts of Property Not Having a Readily Ascertainable Value
(See Section III – B)
- Bequests by Will/Trust
- Charitable Gift Annuities
- Deferred Payment Charitable Gift Annuities
- Charitable Remainder Annuity Trusts
- Charitable Remainder Unitrusts
- Qualified Terminable Interest Property Trusts with Charitable Remainders
- Life Estates in Personal Residences or Farms
- Beneficial and Ownership Interests in Life Insurance
- Beneficial Interests in Retirement and/or Pension Plans
- Revocable Charitable Remainder Trusts
- Bargain Sales of Real or Personal Property
- Charitable Lead Trusts
- Pooled Income Funds (through The Regents of the University of California)

V. EVALUATION

- A. All prospective donors shall be advised to seek their own counsel in all matters relating to their philanthropic, income, and transfer tax planning. Donors will be advised as to the Foundation's current guidelines for administration fees and investment policy. All donors will be provided with a detailed disclosure package that describes the different gift planning options available to them. When appropriate, sample trust agreements previously approved by the Foundation's legal counsel will be provided to donors.
- B. All proposed gifts meeting the definition of a planned gift as described in Section I shall be initially reviewed for Foundation consideration by the Director of Gift Planning and/or the Senior Executive Director Advancement Operations and Campaign.
- C. All proposed gifts deemed appropriate for Foundation consideration shall be reviewed by the Chief Financial Officer of the Foundation to determine that they are structured on a sound financial basis and comply with the gift administration procedures as outlined in Section IV of the University of California Development Policy and Administration Manual, Section 410 of the UCSD Policy and Procedural Manual, and related UC San Diego Foundation policy.

- D. Due diligence review procedures will be performed on a proposed gift depending on the type of property offered as a gift. The due diligence review may vary in scope and can include: verification of current market value, analysis of marketability – including opinions of value from qualified brokers or dealers, qualified appraisal(s), a title report, property inspections, environmental assessments and review for hazardous substances, analysis of holding costs, an analysis of insurability and the cost thereof, and an assessment of other risk factors affecting value, marketability, and holding period.
- E. All trust agreements wherein the Foundation is named trustee shall be reviewed by legal counsel acceptable to the Foundation prior to execution.

VI. APPROVAL/ACCEPTANCE/EXECUTION

- A. Planned gifts meeting the standard acceptance criteria set forth in Appendix II (page 5) must be approved, accepted, and executed by the President, Vice President, or the Chief Financial Officer of the Foundation according to the Delegations of Authority listed in Appendix I.
- B. Planned gifts not meeting the standard acceptance criteria set forth in Appendix II, must be approved for acceptance by the Planned Gifts Subcommittee, and will then be accepted and executed according to the Delegations of Authority listed in Appendix I.

VII. REVISION OF GUIDELINES

The Planned Gifts Subcommittee shall periodically review and recommend revisions to these guidelines for consideration and approval by the Foundation Board of Trustees.

**DELEGATIONS OF AUTHORITY*
TO SOLICIT AND ACCEPT GIFTS**

UNIVERSITY OF CALIFORNIA, SAN DIEGO

Chancellor	Solicit and accept gifts not to exceed \$1,000,000
Vice Chancellor Advancement	Solicit and accept gifts not to exceed \$1,000,000
Associate Vice Chancellor –University Development	Solicit gifts and accept gifts not to exceed \$250,000
Associate Vice Chancellor –Health Sciences Development	Solicit gifts and accept gifts not to exceed \$250,000
Assistant Vice Chancellor –Advancement Services and Chief Financial Officer	Solicit and accept gifts not to exceed \$250,000
Deputy Director – Advancement Services	Accept gifts not to exceed \$100,000
Gifts Processing Manager	Accept gifts not to exceed \$25,000

**Pursuant to Standing Orders and Bylaws of The Regents, the University of California Development Policy and Procedure Manual, and the UCSD Policy and Procedure Manual.*

PLANNED GIFTS STANDARD ACCEPTANCE CRITERIA

Instrument	Funding Source*	Gift Value or Level of Funding (Trust/CGA)	Minimum Level of Additions	Minimum Value of Remainder Interest
Outright Gifts	-Real Estate -Financial Assets*	Up to \$1,000,000	N/A	N/A
Outright Gifts	-Tangible Personal Property* -Other Unique Assets*	Up to \$100,000	N/A	N/A
Unitrusts** -Standard -Net Income -Net Income Plus Makeup	-Cash -Publicly Traded Securities -Real Estate -Financial Assets*	\$100,000 to \$1,000,000	\$5,000	25% of the initial level of funding
Annuity Trusts**	-Cash -Publicly Traded Securities -Real Estate -Financial Assets*	\$100,000 to \$1,000,000	N/A	25% of the initial level of funding
Gift Annuities (minimum age: 65 yrs)	-Cash -Publicly Traded Securities -Real Estate	\$10,000 to \$1,000,000	N/A	*** See Below
Deferred Gift Annuities (minimum payout age: 65 yrs)	-Cash -Publicly Traded Securities -Real Estate	\$10,000 to \$1,000,000	N/A	***See Below

* See Guidelines, Section III for definitions.

** Wherein the UC San Diego Foundation serves as trustee, and is named as irrevocable 100% remainder beneficiary

*** The UC San Diego Foundation subscribes to the charitable gift annuity payout rates determined by the American Council on Gift Annuities. These rates were developed under the assumption that the residuum of the gift would be 50 percent. The American Council on Gift Annuities used conservative mortality rates, earnings assumptions, and administrative expense factors to develop these payout rates.