

	<p style="text-align: center;"><b>POLICY &amp; PROCEDURE MANUAL</b></p> <p style="text-align: center;"><u>Associated Students of California State University Channel Islands, Inc.</u></p>	<p style="text-align: right;"><i>Policy No.: ASI 6.0</i> <i>Number of Pages: 1 of 1</i></p>
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## **Policy on Donor Recognition**

### **Policy:**

It shall be the policy of the University and ASI to recognize donations and gifts to ASI of all kinds in a timely and appropriate manner, taking into consideration the needs and requests of the donor, as well as the use of the gift and the needs of ASI.

### **Definition:**

For purposes of this policy the definition of a donor is any individual, business entity, corporation, private or public foundation, or any other entity transferring something of value to the university. Recognition is defined as the acknowledgment of the gift in a timely and appropriate manner.

### **Authorization:**

Recognition of gifts is the responsibility of ASI, as well as the University President, and is the oversight responsibility of the Office of Advancement.

### **Time, Place and Manner:**

The following recognition systems are currently in place:

1. Gifts of all sizes are processed and entered into ASI's database. Generally within 48 hours, a thank you letter is generated and signed by the Director of Development and/or the President of ASI, depending upon the gift size or other mitigating factors. ASI board or committee members, who may have had some involvement in the solicitation of the gift, may also personalize letters.
2. In addition to a letter, donors of specific amounts are recognized in the following ways:
  - a. Small keepsakes for gifts less than \$1,000
  - b. Named endowment funds
  - c. Individually crafted recognition as appropriate and/or requested by donors

### **Procedure:**

All recognition of gifts shall be accomplished by staff. Donor files shall contain copies of all official letters of thanks.

**Approved by the ASI Board on March 3, 2005:**

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**Melissa Mirkovich, Chair**