

Gifts Guidelines & Procedures

INTERNAL GIFT ACCOUNT

The University Seminars' Senior Finance Manager maintains an internal gift account system. Contributions made to a specific seminar are earmarked for that seminar and may be used by the seminar as discretionary funds.

Seminars are not permitted to maintain their own bank accounts.

Seminars may solicit contributions, but may not charge dues or fees of any sort. This includes fees for "attendance," fees for "receipt of papers," and fees to "remain on mailing list."

By law, solicitations for funding may not promise any service in return for the contribution. As soon as a service is promised, the contribution becomes a fee.

CONTRIBUTION SOLICITATIONS

The only language that may be used in correspondence that solicits a contribution is the following:

We ask for your financial support to help defray the seminar's operational expenses. Although basic expenses are funded by The University Seminars at Columbia University, we rely on your generosity to enhance the seminar's program. We suggest a tax-deductible contribution of \$_____, but any amount you can afford will be appreciated. Please make your check payable to "Columbia University" and specify "Seminar #_____" and "contribution" on the memo line. Please include your address on the check and mail it to _____ or bring it to the next seminar meeting.

Use of any other language in a solicitation may obligate The University Seminars to refuse the seminar's checks.

ACKNOWLEDGEMENTS

Contributors receive an acknowledgment letter from Columbia University's Office of Alumni & Development Gift Systems office. This acknowledgment may be used for tax filing purposes. The University Seminars does not personally acknowledge contributions, but seminar chairs may choose to do so.

CORPORATE CHECKS

Corporate checks must be accompanied by a letter of confirmation for the donating organization. The letter must include a contact person and corporate mailing address, as well as specify the contribution amount and what the contribution will be used for.

PROMPT DELIVERY OF CHECK

Contribution checks should be hand delivered to The University Seminars office at Faculty House. Please do not trust checks to the campus mail.

All Checks must be delivered to the central office within 7 days of their receipt.

SEMINAR OVERDRAFTS

Overdrafts in the seminar's budget lines are charged to the seminar's gift account.

The gift account is updated on a quarterly basis. Seminar chairs, co-chairs and rapporteurs may inspect the records of their seminar on demand. Copies of the Gift Account Detail Report, which lists the individual donors, amounts and date of deposit, are available upon request.