

## MATCHING GIFT POLICY

Companies and corporations in the United States often recognize their need to support institutions of higher education. Many times their support comes through the matching of their employees' gifts to a university. This University encourages its donors to submit to the University matching gift application forms for confirmation of their gifts by the University and for return submission of the applications to their employers.

For clarification purposes, all gifts made to the following organizations will be recognized as gifts to California State University, Fresno and, therefore, eligible (in most cases) for gift matching status:

- (a) California State University, Fresno.
- (b) California State University, Fresno Foundation.
- (c) California State University, Fresno Association, Inc.
- (d) California State University, Fresno Athletic Corporation.
- (e) The Agricultural Foundation of California State University, Fresno.
- (f) Associated Students of California State University, Fresno.
- (g) Bulldog Foundation.
- (h) Ag One.

All applications for matching gifts shall be forwarded to the California State University, Fresno Office of University Development. The Office Of University Development is the only authorized agency on this campus to administer matching gift applications and to receive matching gifts. The Executive Director of the California State University, Fresno Foundation, or his designee, is the person authorized to sign matching gift applications. However, for the purpose of processing, all incoming matching gift forms MUST be delivered to the Office of University Development (Office of Advancement Services) to be logged prior to acceptance by the Executive Director.

- A. The California State University, Fresno; and the California State University, Fresno Foundation are bound by law to adhere strictly to the rules and regulations associated with the applications of matching gifts from corporations and businesses across the United States and internationally. Although most matching gift policies are relatively consistent, it is the responsibility of the Office of University Development and the California State University, Fresno Foundation to make certain that any special rules or regulations stipulated by a specific company be strictly followed. However, it will first be the responsibility of the Director of Development in question (where applicable) to call any such stipulations to the attention of the Central Office of University Development and/or the University Foundation. In the event that processed gift matching monies are erroneously applied within any school development or area, it will be the responsibility of the Director of Development in question, working through the Central Development Office, to immediately rectify the situation and notify the company in question of the mistake. A written explanation of the situation (including plans to reapply the funds to an appropriate designation) will be forwarded to the company. Any misapplied, earned interest on associated gift-matched monies will be re-applied as appropriate to the donor's account and as approved by the matching gift company. Any faculty member who becomes aware of errors in the application of matching gift monies, should report this information immediately to the Director of Development in question (when applicable) or directly to the Office of the Assistant Vice President for University Development.

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Approved  
Revised

March 1984  
July 1997