



## POLICY & PROCEDURE MANUAL

*California State University  
Channel Islands Foundation*

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Revised 2006  
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**Revised 2020**

### Policy on Gift and Endowment Management Fees

#### Purpose:

The CSU Channel Islands Foundation with the support of the CSUCI University Advancement Division, provides essential fundraising and asset management services that benefit the entire university. To cover expenses, the Foundation relies on a mix of revenue sources; these include gift fees, endowment management fees, and investment earnings. For the purpose of strengthening the development program so that it may work to increase philanthropic support of CSUCI as well as partially defray administrative costs, a portion of all donations will be used to further advancement efforts on behalf of CSU Channel Islands.

#### Policy:

All gifts shall be subject to the following fees:

Fee Policy Rates	
Fee Type	Rate
Gift Fee	5% A one-time fee that is taken upon receipt
Endowment Management Fee	1.75% Annually

- ❑ Gift fee shall be charged to any non-endowed cash gift including securities and gift-in-kind that are converted to cash. The gift fee shall be assessed at the time of receipt. It shall not reduce the “gift value” for the purpose of accounting and gift reporting.
- ❑ Endowment Management fee will be charged on each endowment and quasi-endowment.
- ❑ Non-endowed restricted funds of all types (ex. scholarships and campus program funds) will not recognize any interest/earnings, nor will be charged a management fee.
- ❑ Donors will be made aware of CSUCI Foundation’s Policy on Gift and Endowment Management Fees. Disclosure is made to donors on all donation receipts and gift agreements. The policy will be posted on the CSUCI Giving Website as well as the CSUCI Foundation Website. Additionally, written or oral disclosure of the fees to donors is encouraged at the time of solicitation. Fee information should be included in any proposal and gift documents.

Waiving fees is not permitted by policy and by doing so would create an inequality for all other gifts received by CSU Channel Islands and CSU Channel Islands Foundation. However, nonprofits organizations, corporations, and foundations that have written, board-adopted policy that prohibit fees to any organization may submit such documentation for a waiver consideration.

Policy on Gift and Endowment Management Fees shall be consistent and supplemental to the CSUCI Foundation Gift Acceptance Policy and the Investment Policy Statement, which are approved by the University President. The University will review the policy periodically and modify fees as appropriate. CSUCI Foundation Board has the right to adopt this policy as written for gifts to CSUCI Foundation.