

Advancement | UCF Foundation, Inc.

Foundation Policy Development

Policy# 6.08

Effective Date: 03/01/2021

Responsible Department: Legal

1. PURPOSE

The University of Central Florida Foundation Inc. (“Foundation”) is governed by state and federal statutes, Florida Board of Governors regulations, and University of Central Florida (“University”) policies and regulations. The Foundation adopts policies to ensure compliance with the statutes, rules, and regulations or provides additional guidance necessary for Foundation operations.

2. APPLICABILITY

These guidelines are applicable to all Foundation related policies.

3. POLICY

If a department head within the Foundation determines identifies a need for a new policy, or the revision or elimination of an existing one, the appropriate department head can initiate a draft of the policy or policy changes. Policies should be submitted on the policy template form and must be completed in its entirety. In general, Foundation policies should not contain procedures. Procedures may be documented separately at the department level.

Proposed policies will be reviewed and approved by Legal Counsel prior to submission to the Foundation Policy Committee. The Foundation Policy Committee will include representatives from all Foundation departments. Legal Counsel will serve as the chair of this committee. All policies must be approved by the Foundation Policy Committee, and in some circumstances, the University of Central Florida Foundation, Inc. Board of Directors (“BOD”), as outlined in the Foundation BOD Bylaws or its committees’ charters. Policies will be located on the Foundation’s website at <https://www.ucffoundation.org/policies>.

As a best practice and to maintain updated information, each policy should be reviewed by the corresponding department head annually and by the Foundation Policy Committee every five (5) years.

Minor revisions that do not change or alter the scope or application of existing policy do not require the approval of the Foundation Policy Committee. Examples of minor revisions include, but are not limited to, title changes, spelling corrections, updated numbers, form changes, and correction of scrivener’s errors.

To the extent not expressly addressed in the Foundation policies, the University policies apply to the Foundation as directed.

4. CLARIFICATION

Requests for clarification of this policy should be sent to the Legal Counsel.

Name: Michael J. Morsberger

Title: Vice President for Advancement and Chief Executive Officer

Revision History:

Adoption Date:

Revised:

History: