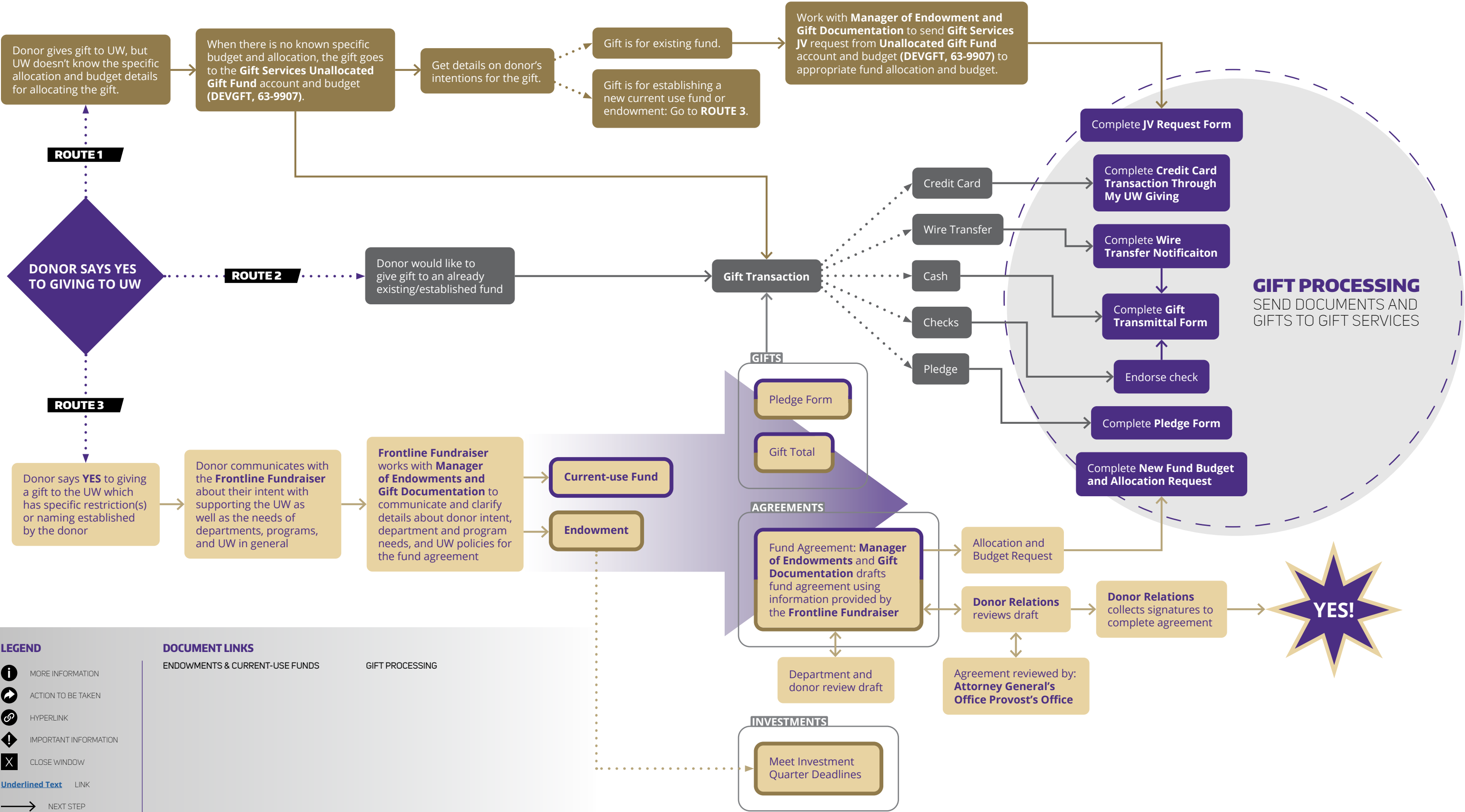


GIFT PROCESSING FLOW CHART



LEGEND

- MORE INFORMATION
- ACTION TO BE TAKEN
- HYPERLINK
- IMPORTANT INFORMATION
- CLOSE WINDOW
- Underlined Text LINK
- NEXT STEP
- CONDITIONAL STEP

DOCUMENT LINKS

ENDOWMENTS & CURRENT-USE FUNDS	GIFT PROCESSING



ENDOWMENTS AT A GLANCE

**BROAD-BASED
SUPPORT**

ENDOWMENT LEVELS*	DESCRIPTION	UNIVERSITY MINUMUMS	FOSTER & ENGINEERING	ATHLETICS
Endowed fund for program support	Unrestricted support for a department, program, school, college, or campus at large (includes research support, publication series, etc.)	\$25,000	\$25,000	\$100,000
Endowed fund for undergraduate student	Broad-based, direct support to undergraduates (research support, travel and conference fees, etc.)	\$25,000	\$25,000	N/A
Endowed fund for graduate or professional student support	Broad-based, direct support to graduate students (research support, travel and conference fees, etc.)	\$50,000	\$50,000	N/A
Endowed fund for faculty support	Broad-based support to faculty (research support, travel and conference fees, etc.)	\$50,000	\$50,000	N/A
Endowed fund for research acceleration	Broad-based support for research in a particular area, discipline or topic (research support, travel, publication and other expenses of faculty and/or students)	\$100,000	\$100,000	N/A

**SCHOLARSHIPS
& FELLOWSHIPS**

Endowed undergraduate scholarship	Tuition, books, fees and other educational expenses	\$100,000	\$100,000	\$250,000
Distinguished endowed undergraduate scholarship	Tuition, books, fees and other educational expenses	\$250,000	\$250,000	N/A
Endowed professional student scholarship	Tuition, books, fees and other educational expenses for students in professional degree programs	\$100,000	N/A	N/A
Distinguished endowed professional student scholarship	Tuition, books, fees and other educational expenses for students in professional degree programs	\$250,000	N/A	N/A
Endowed graduate student fellowship	Tuition, books, other educational, research and living expenses for graduate students	\$100,000	\$250,000	N/A
Distinguished endowed graduate student fellowship	Tuition, books, other educational, research and living expenses for graduate students	\$250,000	\$500,000	N/A

**FACULTY
SUPPORT**

Endowed faculty fellowship	Salary, research and other academic support for a faculty member	\$100,000	\$250,000	N/A
Endowed professorship	Portion of salary and related academic and/or research support for faculty holders	\$500,000	\$1,000,000	N/A
Endowed chair	Full or substantial portion of salary and related academic and/or research support for faculty holders	\$2,000,000	\$3,000,000	N/A
Endowed deanship — please contact us as this level is variable	Full or substantial portion of salary and related support for holder's school, college, or campus	Market Price	Market Price	N/A

*Program needs vary by school, college, campus and department; University minimums and endowment types are also subject to change.

ENDOWMENT DISTRIBUTIONS

The University of Washington's Board of Regents sets the Consolidated Endowment Fund (CEF) spending policy (the amount an endowment distributes) to balance the support of current and future generations of students and faculty. Under the new spending policy, which was adopted by the Board of Regents in February 2019, the new distribution rate to programs will be equal to 3.6 percent of the five-year rolling average of the endowment market value, phased in over three years.*

Distributions from the CEF are made on a quarterly basis to support an endowment's purpose. For more information, visit finance.uw.edu/treasury/CEF

ENDOWMENT TYPE	GIFT VALUE	APPROXIMATE ANNUAL DISTRIBUTION (BASED ON 3.6% PAYOUT RATE)
Unrestricted Program Support	\$25,000	\$900
Undergraduate Scholarship	\$100,000	\$3,600
Professional Student Scholarship	\$100,000	\$3,600
Graduate Fellowship	\$100,000	\$3,600
Professorship	\$500,000	\$18,000
Chair	\$2,000,000	\$72,000

*In consideration of the three year phased approach to the distribution payout change, the distribution for FY2020 and FY2021 will be 3.92% and 3.76% respectively. Fully implemented by FY2022, the payout rate to programs will be 3.6% of a five-year rolling average of the endowment market value, as indicated in the chart above.

When a donor decides to establish an endowment to support students, faculty or programs, they are making an investment that will last forever.

For more information about endowments at the University of Washington, please contact University Advancement via email at steward@uw.edu or visit uw.edu/giving/overview

BE BOUNDLESS
FOR WASHINGTON
FOR THE WORLD

Gifts at a Glance

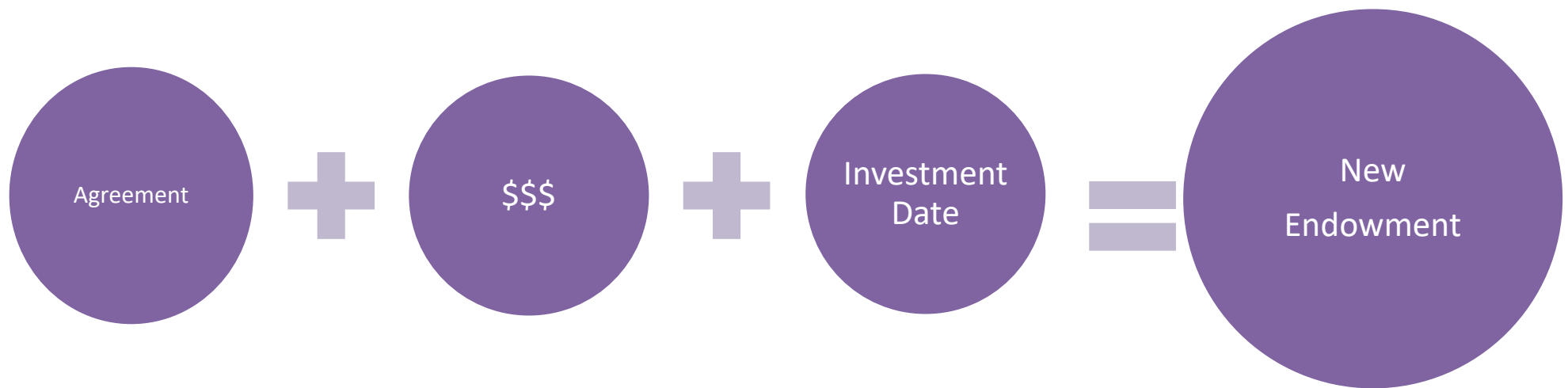
Endowment Distributing Date		
Agreement Finalized & All Monies Received between	Investing Date	Distributing Date
October 2 nd → January 1 st	January 1	September 30
January 2 nd → April 1 st	April 1	December 31
April 2 nd → July 1 st	July 1	March 31
July 2 nd → October 1 st	October 1	June 30

Endowment Distribution Rate	
Fiscal Year	Distribution Rate
FY 2019	5%
FY 2020	4.9%
FY 2021	4.7%
FY 2022	4.5%

Current Use Gift Assessment Examples	
To Net a Gift of	Give
\$25,000	\$26,316
\$50,000	\$52,632
\$100,000	\$105,263
\$250,000	\$263,158
\$500,000	\$526,316

(Gift Assessment Chart Formula: $x = \text{Net} / .95$)

Establishing an Endowment: Basic Requirements



CONTACT INFORMATION

Questions? Please reach out to **Theresa Mejia**, Manager of Endowment and Gift Documentation at tmejia@uw.edu



Term & Current-Use Funds

What is a Term Fund/Current-Use Fund?

“Term” funds (also known as current-use funds) are created when a donor agrees to make gifts equal to the payout from an endowment for a specified period of time (“term”). These gifts are not invested in the Consolidated Endowment Fund (CEF), but rather available for immediate use for the purpose specified in the gift agreement. Term funds can be an important source of support for unit/university priorities. These funds are also important vehicles to allow a donor who does not have the resources to establish an endowment now, but might in the future, to “experience” what the impact of an endowed gift might be. Term funds can also encourage a planned giving donor to accelerate their giving in order to see an impact during their lifetimes.

What are term fund minimums?

To establish and name a term fund, a donor must commit gifts equal to the distributions of an endowment established at the minimum endowment level. In the case of undergraduate “term” scholarships, recurring gifts must be committed for four years. Other types of funds require a minimum three-year commitment.

- Program and Student Support – \$1,000/year x 3 years
- Graduate Student Support/Faculty Support – \$2,000/year x 3 years
- Scholarship – \$4,000/year x 4 years
- Graduate Fellowship/Faculty Fellowship*/Research Acceleration – \$4,000/year x 3 years
- Professorship* – \$20,000/year x 3 years
- Chair* – \$80,000/year x 3 years

* Authority and responsibility for the length of a faculty holder’s term is at the discretion of the appointing authority (i.e. Dean or Chancellor).

CONTACT INFO

Please contact **CAS Advancement Services** at casadser@uw.edu.

Revised October 2019



CAS GIFT PROCESSING GUIDELINES: FRONTLINE FUNDRAISERS

Upon receiving a gift from a donor, please reference the following internal CAS Guidelines for processing gifts:

1. Fundraiser receives a donation or pledge form.
2. Fundraiser must fill out an internal deposit slip located on top of the safe. These slips convey key gift details, including:
 - Date Received
 - Donor Name and Advance ID
 - Gift budget number / Allocation (Advancement Assistant will confirm)
 - Any other information the gift processor should be aware of
 - If gift arrives near the end of the year: include the postmarked envelope for tax purposes.
3. Hand the envelope to your Advancement Assistant to process. If your assistant is out of the office, or away from their desk, please give it to another assistant for immediate processing.
4. No assistants to help? Deposit the envelope into the safe located near the mail room and email cas-devas@u.washington.edu notifying all Advancement Assistants a check is in the safe for processing.
5. The Advancement Assistant will follow up with the fundraiser who left the check if questions arise during gift processing.

To Note:

- All gifts will be processed within 3 days of being received.
- The Advancement Assistant who supports the fundraiser is responsible for processing the gift. If the divisional Advancement Assistant is out of the office, the Advancement Assistant who is backup is responsible for processing the gift.
- Advancement Assistants will hand deliver any gifts over \$10,000 to Gift Processing at the Tower.
- Advancement Assistants keep copies of the gift transmittal and payment until confirming the gift was processed accurately.
- Advancement Assistants, and Assistant to the Associate Dean have access to the safe.

Please note: gifts received should never be temporarily stored in locked office desks.



CAS GIFT PROCESSING GUIDELINES FOR ADVANCEMENT ASSISTANTS

Upon receiving a gift from a fundraiser, please reference the following internal CAS Guidelines for gift processing:

1. Assistant receives a donation or pledge form envelope from fundraiser, or the safe.
2. Confirm key gift details, provided by fundraiser:
 - Date Received
 - Donor Name and Advance ID
 - Gift budget number
 - Any other information the gift processor should to be aware of
3. Stamp the back of the check with the endorsement stamp located in the safe.
4. Complete the online [Gift Transmittal Form](#) and print on the Ricoh.
5. Scan the check, any accompanying documentation, and the printed Gift Transmittal Form and send to your email for filing.
6. Paper clip (do not staple) all items and slip into a mailing envelope:
 - Completed gift transmittal form
 - Stamped check
 - Accompanying paperwork or documentation
 - End of year only: postmarked envelope
7. Label mailing envelope as follows:
 - Gift Processing
 - Box 359505
 - Date
8. Deliver gift and paperwork to Gift Processing – Box 359505.
 - This may be done through campus mail or by hand delivery
 - Any gifts over \$10,000 **must** be walked over to the UA UWAA front desk and cannot be sent using campus mail
9. Keep the scanned copies of the gift transmittal and payment in your email. One week from submitting to gift processing, confirm the payment was processed accurately. Delete the gift transmittal information after confirmed.

Please note: gifts should never be stored in locked desks.



CAS GIFT PROCESSING GUIDELINES FOR DEPARTMENTS

Upon receiving a gift, please reference the following internal CAS Guidelines for gift processing:

Checks or Cash

1. Department admin receives a donation via mail, or personal delivery from faculty or chair.
2. If a check: Use your department's endorsement stamp on the back of the check for secure processing. All checks must be endorsed before sending through campus mail.
 - If your department does not have an endorsement stamp, please submit the [Endorsement Stamp Request Form](#).
3. Verify key details in order to process the gift:
 - Date Received (check date or date cash received)
 - Donor Name and Advance ID
 - Gift budget number, allocation code, or complete fund name
 - i. If your gift requires a new fund, please contact Theresa Mejia (tmejia@uw.edu) for assistance.
 - Any other information the gift processor should to be aware of
4. Complete a [Gift Transmittal Form](#), either online (requires [access to Advance](#)) or utilizing the PDF version, and print.
5. Scan the check, any accompanying documentation, and the printed Gift Transmittal Form and send to your email for filing.
 - If you do not have access to a scanner, make hard copies of all documentation and store in a secure cabinet.
6. Do not use staples to attach checks or cash to supporting documents. Please use paper or binder clips to keep paperwork together.
7. Send all gifts immediately to Gift Services via campus mail to Box 359505 or deliver in person to the front desk of Washington Commons. If sending by campus mail, your envelope should include:
 - Completed Gift Transmittal Form
 - Check(s) and/or cash
 - Accompanying paperwork or documentation
 - Special note: All December-dated checks sent to Gift Services in January must include postmarked envelopes in order to be receipted as 2019 gifts.
8. Address campus mail envelope as follows:
 - Gift Processing
 - Box 359505
 - Date

PH.D. FELLOWSHIP MATCHING PLEDGE FORM

DONOR INFORMATION

NAME	ADDRESS LINE 1		
SPOUSE/PARTNER NAME	ADDRESS LINE 2		
ORGANIZATION CONTACT NAME (if applicable)	CITY	STATE	ZIP
EMAIL	TELEPHONE		
SPOUSE/PARTNER EMAIL			

PLEDGE INFORMATION *(ENDOWMENT PLEDGES MAY NOT EXCEED 5 YEARS; TERM PLEDGES MAY NOT EXCEED 3 YEARS)*

☐ Endowed Fellowship (\$250,000 minimum) ☐ Term Fellowship (total commitment of \$45,000- \$75,000)

Total Amount Pledged	Fellowship Name and Purpose
\$ _____	_____

I/we would like to make pledge payments ☐ Annually ☐ Quarterly ☐ Monthly

in the amount of: \$ _____ for a period of _____ ☐ Year(s) ☐ Months

☐ Send pledge reminders to the address above: ☐ Yes ☐ No

☐ I/we would like to make the first pledge payment totaling \$ _____

SIGNATURES

Donor Signature: _____ Date: _____

Donor Signature: _____ Date: _____

Your gift is tax deductible as specified in IRS regulations. Pursuant to RCW 19.09, the University of Washington is registered as a charitable organization with the Secretary of State, state of Washington. For information call the Office of the Secretary of State, 1-800-332-4483.

TO BE COMPLETED BY THE UNIVERSITY

Matching Funds Reserved: \$ _____ Pledge Fulfillment Deadline: _____

Donor Relations Signature: _____ Date: _____

**Gift Services
Use Only**

Donor ID: _____
Staff Name: _____

Spouse ID: _____
Allocation/Budget: _____

Giving Code: _____

ORGANIZATIONAL PLEDGE COMMITMENT

DONOR INFORMATION

ORGANIZATIONAL NAME			ORGANIZATIONAL CONTACT NAME	
ADDRESS			TITLE/POSITION	
CITY	STATE	ZIP	PHONE	EMAIL

PLEDGE INFORMATION (NOT TO EXCEED 5 YEARS)

Total Amount Fund name or purpose Endowed?

\$ _____ ☐ Yes ☐ No

I/we would like to make pledge payments ☐ Annually ☐ Quarterly ☐ Monthly

in the amount of: \$ _____ for a period of _____ ☐ Years ☐ Months

beginning: _____ (mm/yy) *Recurring credit card pledges will begin automatically

☐ Installment amount (if different than included payment): \$ _____ *

**Must be equal amounts for each installment*

☐ Send pledge reminders to the address above: ☐ Yes ☐ No

**Reminders will not be sent if recurring credit card option is selected below*

☐ I/we would like to make my first pledge payment totaling \$ _____ now

PAYMENT INFORMATION

☐ Enclosed is my/our check, made payable to the University of Washington Foundation

☐ Stock transfer (Contact Yelena Isakova in the UW Treasury Office for instructions: yisakova@uw.edu)

☐ Please bill my credit card for the first installment of \$ _____

☐ Please charge my credit card for all my pledge payments. I understand that my credit card will be automatically charged in each billing cycle. Recurring payment amount: \$ _____

☐ VISA

☐ Mastercard

☐ American Express

☐ Discover

CARD NUMBER EXP DATE (mm/yy)

FULL NAME ON CREDIT CARD

SIGNATURE (required to validate payment)

RECOGNITION PREFERENCES

☐ I/we request use of this name for all recognition materials: _____

☐ I/we request to remain anonymous in all printed and online materials

I/we intend to fulfill this pledge by _____ (date) of our _____ year pledge, but reserve the right to accelerate or defer payments in any given year due to personal circumstances.

Donor	Donor	Date
-------	-------	------

Your gift is tax deductible as specified in IRS regulations. Pursuant to RCW 19.09, the University of Washington is registered as a charitable organization with the Secretary of State, state of Washington. For information call the Office of the Secretary of State, 1-800-332-4483.

**Gift Services
Use Only**

Donor ID: _____	Spouse ID: _____
Staff Name: _____	Allocation/Budget: _____

INDIVIDUAL PLEDGE COMMITMENT

DONOR INFORMATION

NAME	SPOUSE/PARTNER NAME			EMPLOYER NAME
ADDRESS	CITY	STATE	ZIP	TITLE/POSITION
TELEPHONE	EMAIL			WORK PHONE WORK EMAIL
SPOUSE/PARTNER EMAIL				WORK ADDRESS CITY STATE ZIP

PLEDGE INFORMATION (NOT TO EXCEED 5 YEARS)

Total Amount Fund name or purpose Endowed?
\$ _____ ☐ Yes ☐ No

I/we would like to make pledge payments ☐ Annually ☐ Quarterly ☐ Monthly
in the amount of: \$ _____ for a period of _____ ☐ Years ☐ Months
beginning: _____ (mm/yy) *Recurring credit card pledges will begin automatically

☐ Installment amount (if different than included payment): \$ _____ *

**Must be equal amounts for each installment*

☐ Send pledge reminders to the address above: ☐ Yes ☐ No

**Reminders will not be sent if recurring credit card option is selected below*

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☐ Stock transfer (Contact Yelena Isakova in the UW Treasury Office for instructions: yisakova@uw.edu)

☐ Please bill my credit card for the first installment of \$ _____

☐ Please charge my credit card for all my pledge payments. I understand that my credit card will be automatically charged in each billing cycle. Recurring payment amount: \$ _____

<input type="checkbox"/> VISA	CARD NUMBER	EXP DATE (mm/yy)
<input type="checkbox"/> Mastercard	FULL NAME ON CREDIT CARD	
<input type="checkbox"/> American Express	SIGNATURE (required to validate payment)	
<input type="checkbox"/> Discover		

RECOGNITION PREFERENCES

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Gift Services Use Only	Donor ID: _____	Spouse ID: _____
	Staff Name: _____	Allocation/Budget: _____