

# Urantia University Institute

## Gift Acceptance Policy

<b>Policy Owner</b>	UUI Board of Trustees	<b>Effective Date</b>	June 15, 2026
<b>Supersedes</b>	Gift Acceptance Policy (prior draft)	<b>Review Cycle</b>	Every 3 years

Urantia University Institute is deeply grateful for the generosity of its donors. Their gifts make possible UUI’s mission: to provide diverse learning paths for students in an online educational environment in which to explore, discern, and actualize the truths and knowledge found in the Urantia Book. This Policy ensures that UUI accepts gifts wisely, stewards them faithfully, and honors both donor intent and UUI’s legal obligations.

### Article I: Purpose and Scope

This Gift Acceptance Policy (the “Policy”) establishes the standards by which Urantia University Institute (UUI) evaluates, accepts, documents, and stewards charitable gifts. It applies to all gifts made to UUI, regardless of form, amount, or source, and to all individuals who solicit or accept gifts on UUI’s behalf.

This Policy is designed to:

- **Protect UUI** from gifts that could create legal liability, reputational harm, or undue administrative burden.
- **Protect donors** by ensuring they understand the terms and tax implications of their gifts.
- **Ensure legal compliance** with IRS substantiation, valuation, and reporting requirements.
- **Provide clear guidance** to UUI’s Trustees and volunteers who engage in fundraising activities.

This Policy does not apply to grants from foundations or government entities, which are governed by separate grant management procedures.

### Article II: Definitions

<b>Term</b>	<b>Definition</b>
<b>Gift</b>	Any item of value transferred to UUI by an individual, corporation, or other entity for a charitable purpose and without expectation of a tangible or direct economic benefit to the donor, with the exception of tax benefits and donor recognition (such as being listed in an honor roll or having a fund named in the donor’s honor).
<b>Donor</b>	An individual, corporation, trust, estate, foundation, or other entity that makes a gift to UUI.

Term	Definition
<b>Unrestricted Gift</b>	A gift with no donor-imposed restrictions on use. UUI may apply unrestricted gifts to any purpose consistent with its mission, including general operations or endowment.
<b>Restricted Gift</b>	A gift subject to donor-imposed conditions specifying its use for a particular program, fund, or purpose. Restrictions must be evaluated for feasibility before acceptance.
<b>Planned Gift</b>	A gift arranged during a donor's lifetime but typically realized after death, including bequests, charitable remainder trusts, charitable lead trusts, life insurance designations, and retirement plan beneficiary designations.
<b>Pledge</b>	A written commitment by a donor to make one or more future gifts to UUI according to a specified schedule.
<b>Gift-in-Kind</b>	A non-cash gift of goods, services, or property (other than securities or real estate) donated to UUI for use in its programs or for liquidation.
<b>Finance Committee</b>	The body responsible for reviewing and approving gifts that require additional scrutiny under this Policy. See Article IV.

## Article III: Guiding Principles

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UUI welcomes and encourages charitable gifts in support of its mission. In accepting gifts, UUI is guided by the following principles:

- **Mission alignment.** UUI will only accept gifts that advance, or are consistent with, its educational mission rooted in the Urantia Book. Gifts that would require UUI to engage in activities contrary to its mission will be declined.
- **Donor intent.** UUI will make every reasonable effort to honor donor intent. Before accepting a restricted gift, UUI will assess whether the stated restriction is feasible and whether it can be honored over time.
- **Fiduciary responsibility.** UUI will not accept gifts that create unacceptable legal liability, impose excessive administrative burdens, or expose UUI to financial risk disproportionate to the benefit received.
- **Ethical integrity.** UUI will not accept gifts from sources whose activities are illegal, incompatible with UUI's values, or likely to cause reputational harm to UUI or the Urantia community. UUI will not accept gifts offered with the expectation of influencing UUI's governance, curriculum, or institutional positions.
- **Legal compliance.** UUI will comply with all applicable federal and Colorado state laws governing charitable solicitation, gift acceptance, and donor acknowledgment.
- **No legal or financial advice.** No Trustee, officer, committee member, instructor, or volunteer of UUI shall provide legal advice, tax advice, or financial planning services to any donor. Prospective donors are encouraged to consult their own attorneys, accountants, and financial advisors before making significant gifts.

## Article IV: Gift Acceptance Authority and Governance

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### The Finance Committee

The Board of Trustees grants the Finance Committee (the “Committee”) the responsibility for reviewing gifts that require additional scrutiny under this Policy. The Finance Committee consists of board representatives and may include additional advisors.

The Committee may consult legal counsel, an accountant, or other outside advisors as needed. The Committee reports to the full Board of Trustees on gift acceptance decisions at least annually.

### Acceptance Authority by Gift Type

Gift Type	Who May Accept	Notes
<b>Unrestricted Cash (any amount)</b>	Director of Administration or Admin Assistant	Routine; acknowledge per Article XI
<b>Publicly traded securities</b>	Treasurer	Liquidate promptly per Article VI
<b>Unrestricted gifts ≤ \$10,000</b>	Director of Administration or Admin Assistant	
<b>New Restricted gifts (any amount)</b>	Finance Committee + Executive Director	Must assess feasibility of restriction
<b>Gifts &gt; \$10,000 (unrestricted)</b>	Director of Administration or Admin Assistant	
<b>Cryptocurrency</b>	Director of Administration or Admin Assistant	See Article VI
<b>Closely held securities</b>	Finance Committee	Legal review recommended. See Article 6, Section D.
<b>Real property</b>	Finance Committee	Legal review and appraisal required
<b>Planned gifts/bequests</b>	Finance Committee	Notify Board; record in gift inventory
<b>Life insurance policies</b>	Finance Committee	Evaluate premium obligations
<b>Charitable trusts</b>	Finance Committee + Board	Legal review required
<b>Gifts-in-kind</b>	Director of Administration or Admin Assistant	Valuation per IRS rules
<b>International gifts &gt; \$10,000</b>	Finance Committee	OFAC / due diligence review
<b>Gifts from anonymous sources &gt;\$10,000</b>	Finance Committee + Executive Director	May decline per Article X

### Conflict of Interest

When a proposed gift involves an Interested Person — a Trustee, officer, committee member, instructor, or volunteer who has a personal relationship with the donor or a financial interest in the gift

— that individual must disclose the relationship and recuse themselves from all gift acceptance discussions and decisions. This requirement applies in accordance with UUI’s Conflict of Interest Policy.

## Article V: Gift Purpose — Restricted and Unrestricted Gifts

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### Unrestricted Gifts

An unrestricted gift allows UUI to apply the funds to its most pressing needs, including general operations, program development, and endowment. Unless a donor has expressly specified restrictions in writing, all gifts will be treated as unrestricted.

### Restricted Gifts

UUI may accept gifts restricted to a specific program, fund, or purpose, subject to the following conditions:

- **Feasibility review.** Before accepting a restricted gift, the Finance Committee must determine that the stated restriction is feasible, that UUI has the capacity to administer it, and that it is consistent with UUI’s mission and legal obligations.
- **Cy-pres and modification.** If a restriction becomes impossible, impractical, or wasteful to fulfill, UUI will seek to apply the gift to the closest reasonable alternative purpose consistent with donor intent. UUI will notify the donor (or their estate) of any such modification and, if legally required, will seek court approval under Colorado’s cy-pres doctrine.
- **Restrictions UUI will not accept.** UUI will not accept restrictions that: require UUI to engage in activities outside its mission; give the donor authority over UUI’s governance, curriculum, or personnel decisions; are discriminatory in violation of applicable law; or are so narrow that UUI cannot reasonably fulfill them over time. This includes timeshares, fractional interests in real estate, or other partial real estate interests.
- **Donor consultation.** UUI encourages prospective donors to consult with the Finance Committee before finalizing any restrictions, so that UUI can confirm feasibility during the donor’s lifetime.

## Article VI: Accepted Gift Types and Handling Procedures

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### A. Cash and Cash Equivalents

UUI accepts gifts of cash, checks, money orders, and electronic transfers (ACH, wire transfer, credit card, and online payment platforms). Checks should be made payable to “UrantiaUniversity Inc.” Gifts received online via UUI’s donation platform are processed subject to standard processing fees.

UUI will not accept checks made payable to any individual Trustee, officer, or volunteer.

### B. Publicly Traded Securities

UUI accepts gifts of publicly traded stocks, bonds, mutual fund shares, and exchange-traded funds. UUI’s policy is to liquidate donated securities promptly upon receipt — generally within five (5) business days — to minimize market risk. UUI will not hold donated securities as investments unless specifically authorized by the Board.

**Gift value for IRS purposes** is the mean of the high and low trading price on the date of transfer (not the date of sale).

Donors wishing to transfer securities should contact the UUI Treasurer for wire transfer instructions.

### C. Cryptocurrency

UUI may accept gifts of cryptocurrency (including Bitcoin and other widely traded digital assets). The following standards apply:

- **Valuation.** Cryptocurrency gifts are valued at the fair market value (USD equivalent) at the time of transfer, based on the publicly published exchange rate on the date the gift is received in UUI's wallet. The IRS treats cryptocurrency as property, not cash, and donors must report gifts of cryptocurrency valued at more than \$500 on IRS Form 8283.
- **Liquidation.** UUI's policy is to convert donated cryptocurrency to U.S. dollars promptly upon receipt — generally within five (5) business days — to eliminate market volatility risk. UUI will not hold cryptocurrency as an investment.
- **Platform.** UUI uses [Every.org](https://www.every.org) or an equivalent service to accept and liquidate cryptocurrency gifts.

### D. Closely Held Securities

Gifts of stock or ownership interests in closely held businesses (not publicly traded) require Finance Committee approval and legal review before acceptance. UUI must evaluate: marketability, any restrictions on transfer, potential for unrelated business taxable income (UBTI), and any liabilities associated with the interest. UUI will generally seek to liquidate closely held securities within twelve (12) months of acceptance.

### E. Real Property

Gifts of real property (land, buildings, or other real estate interests) require full Board approval and must satisfy all of the following conditions before acceptance:

- **Independent appraisal.** A qualified appraisal by a licensed appraiser must be obtained at the donor's expense prior to acceptance. (Required by the IRS for deductibility of real property gifts over \$5,000.)
- **Environmental review.** An environmental assessment must be conducted to identify any contamination or environmental liability.
- **Title review.** Legal counsel must confirm clear title and identify any liens, encumbrances, or restrictions.
- **Carrying cost analysis.** The Finance Committee must assess property taxes, insurance, maintenance, and other carrying costs UUI would incur prior to liquidation.
- **Free of encumbrance.** UUI will not accept real property subject to mortgages or other encumbrances unless the net equity is substantial and the Committee determines acceptance is clearly in UUI's interest.

### F. Retirement Plan Assets and Life Insurance

UUI accepts designations as beneficiary of retirement plan accounts (IRAs, 401(k)s, 403(b)s, etc.) and life insurance policies. These are among the most tax-efficient planned giving vehicles and UUI welcomes them.

- **Retirement accounts.** UUI accepts outright distributions from retirement accounts and beneficiary designations. Donors should contact their plan administrator to update their beneficiary designation to “UrantiaUniversity Inc.”
- **Life insurance — UUI as beneficiary only.** When UUI is named as beneficiary (but not owner) of a life insurance policy, no ongoing obligation is incurred and acceptance is straightforward.
- **Life insurance — UUI as owner.** When a donor proposes to transfer ownership of a life insurance policy to UUI, the Finance Committee must evaluate whether ongoing premium obligations are manageable. UUI is not obligated to continue premium payments on any policy transferred to it; if premiums are not paid, UUI may surrender the policy for its cash value.

## G. Charitable Trusts

UUI may serve as a remainder beneficiary of charitable remainder trusts (CRTs) and as the lead beneficiary of charitable lead trusts (CLTs). All such arrangements require Finance Committee approval, Board notification, and legal review. UUI will not serve as trustee of any charitable trust.

## H. Tangible Personal Property and Gifts-in-Kind

UUI may accept gifts of tangible personal property (art, books, equipment, furniture, etc.) and gifts-in-kind (professional services, technology, etc.), subject to Finance Committee approval. Before acceptance, the Committee must determine:

- **Utility.** Whether UUI can use the property directly in its programs. If not, whether it can be readily sold or liquidated.
- **Marketability.** If the property cannot be used directly and cannot readily be sold, UUI will decline the gift and encourage the donor to consider an alternative form of giving.
- **Carrying costs.** Any storage, insurance, or maintenance costs associated with holding the property.

For gifts-in-kind of property valued over \$500, the donor is responsible for obtaining a qualified appraisal and completing IRS Form 8283. UUI will provide a signed acknowledgment of receipt but will not assign a value to tangible property gifts on the receipt.

## I. Oil, Gas, and Mineral Interests

Gifts of oil, gas, or mineral interests require Finance Committee approval and legal review, including an evaluation of any environmental liability, extraction costs, and regulatory obligations. UUI will generally seek to liquidate such interests promptly after acceptance.

## Article VII: Planned Giving and Bequests

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UUI gratefully welcomes planned gifts — charitable arrangements made during a donor’s lifetime that are typically realized after death. Planned gifts are among the most impactful contributions a donor can make to UUI’s long-term mission.

### Bequest Intentions

Donors who have included UUI in their wills or estate plans are encouraged to notify UUI so that their generous intention may be honored and, where appropriate, recognized through membership in UUI’s Legacy Circle. Notification of a bequest intention is not legally binding and does not obligate the donor to maintain the bequest.

UUI encourages donors contemplating restricted bequests to consult with the Finance Committee during their lifetime to confirm that the proposed restriction is feasible. Bequests received with restrictions that UUI cannot fulfill will be handled in accordance with Article V (cy-pres).

## Legacy Circle

UUI's Legacy Circle honors donors who have made planned gift commitments to UUI. Membership is by invitation upon notification of a bequest or planned gift intention. Legacy Circle members receive appropriate recognition consistent with donor preferences regarding anonymity.

## Realizing Planned Gifts

When a planned gift is realized (i.e., UUI receives proceeds from an estate or trust), the Finance Committee will review the gift against this Policy and any gift agreement in place. If the gift involves property requiring evaluation (real estate, securities, etc.), provisions of Article VI apply.

## Article VIII: Endowment Gifts

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Endowed funds provide a permanent source of annual income to support UUI's mission in perpetuity. Gifts to endowment are invested, and a defined annual spending rate is distributed each year for the designated purpose.

- **Minimum to establish an endowment.** The minimum gift required to establish an endowment fund at UUI is \$25,000.
- **Governing document.** All endowment gifts are governed by UUI's Endowment Fund Policies and Procedures, which address investment, spending, and stewardship of endowed funds. In the event of any conflict between this Policy and the Endowment Fund Policies and Procedures, the latter shall control with respect to endowment matters.
- **Unrestricted gifts to endowment.** Unrestricted gifts may be added to UUI's general endowment at the Board's discretion.
- **Gifts to existing endowment funds.** Gifts of any size may be directed to existing endowment funds.

## Article IX: Declining Gifts

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UUI reserves the right to decline any gift that, in the judgment of the Finance Committee or the Board:

- **Does not advance UUI's mission** or would require UUI to engage in activities outside its mission.
- **Creates unacceptable legal liability**, including environmental, tax, or financial obligations disproportionate to the gift's value.
- **Comes with restrictions UUI cannot fulfill** or that are contrary to UUI's values or governance structure.
- **Comes from a source whose activities** are illegal, involve significant ethical violations, or would cause reputational harm to UUI or the Urantia community.
- **Is offered with conditions that would give the donor improper influence** over UUI's governance, curriculum, personnel, or institutional positions.

- **Cannot be verified as to source or legal ownership.**
- **Is offered anonymously** in circumstances where UUI determines donor identity is necessary to fulfill its legal or fiduciary obligations.

Declining a gift will be communicated to the donor respectfully and, where appropriate, with a suggestion of an alternative form of support that UUI can accept.

### Gift Return

As a general rule, gifts accepted by UUI are non-refundable. UUI may, at the Board’s sole discretion, return a gift in exceptional circumstances, including: gifts accepted based on material misrepresentation by the donor; gifts received in error; or gifts that create an unanticipated legal or ethical problem that cannot otherwise be resolved.

### Donor Disassociation

UUI reserves the right to disassociate from a donor and remove any recognition — including named gifts — without financial obligation if information comes to light that the donor has engaged in conduct that is illegal, fraudulent, or that has significant potential to cause reputational harm to UUI. UUI will always first attempt to work with the donor to resolve the concern. If a mutually agreeable resolution cannot be reached, the Board of Trustees has authority to revoke named honors and, where legally permissible, to redirect the associated gift consistent with donor intent.

## Article X: Donor Acknowledgment and IRS Compliance

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UUI’s acknowledgment and substantiation practices must comply with IRS requirements. Failure to comply can jeopardize donors’ charitable deductions and UUI’s tax-exempt status.

### Written Acknowledgment Requirements

Gift Amount	Requirement	Timing
<b>Any amount</b>	Thank-you letter or receipt recommended	Promptly after receipt
<b>\$250 or more</b>	Written acknowledgment required by law for donor to claim deduction	Before donor files tax return (best practice: within 30 days)
<b>Quid pro quo gift &gt; \$75</b>	Written disclosure of fair market value of goods/services provided to donor	At time of solicitation or receipt
<b>Non-cash property &gt; \$500</b>	Donor must file IRS Form 8283; UUI signs Part IV if gift > \$5,000	UUI signs upon request
<b>Non-cash property &gt; \$5,000</b>	Qualified appraisal required (at donor’s expense but may be refunded if gift is accepted)	Before gift is made

### Content of Acknowledgment Letters

All written acknowledgments for gifts of \$250 or more must include:

- UUI’s legal name: “UrantiaUniversity, Inc.”
- The date of the gift.
- The amount of a cash gift, or a description (but not a value) of non-cash property.
- A statement of whether UUI provided any goods or services in exchange for the gift, and if so, a good-faith estimate of their fair market value.
- If no goods or services were provided: “No goods or services were provided in exchange for this gift.”

Administration is responsible for ensuring acknowledgment letters are sent promptly and accurately for all qualifying gifts.

### Valuation of Non-Cash Gifts

UUI will not assign a dollar value to non-cash gifts (other than publicly traded securities) on its acknowledgment letters. It is the donor’s responsibility — in consultation with their own advisors — to determine the fair market value of non-cash gifts for tax purposes. For gifts of publicly traded securities, UUI will include the number of shares and the name of the security; the donor’s tax advisor will calculate the deductible value.

## Article XI: Donor Recognition

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UUI is proud of the generosity of its donors and may recognize gifts through UUI publications, website acknowledgments, donor recognition societies (including the Legacy Circle), and other appropriate means.

- **Anonymous gifts.** Donors who wish their gifts to remain anonymous must notify UUI in writing or by selecting the anonymous option in the online donation form. UUI will honor all anonymity requests and will not disclose a donor’s identity without their consent, consistent with UUI’s Confidentiality Policy.
- **Naming rights.** UUI may honor an exceptional gift by naming a program, fund, award, or other institutional element in the donor’s honor. See Article XIII for naming rights standards.
- **Public announcements.** UUI will not publicly announce a gift without the donor’s advance consent.

## Article XII: Naming Rights

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UUI may acknowledge exceptional gifts by naming a program, fund, award, or other institutional element in honor of a donor or other individual. The following standards apply:

- **Approval required.** All naming decisions require approval by the Board of Trustees. Naming that is to be granted in perpetuity or in highly visible circumstances requires a Board vote.
- **Minimum gift thresholds.** The Finance Committee, in consultation with the Board, will establish and maintain a schedule of minimum gift amounts required to qualify for naming of specific programs, funds, or awards. This schedule is maintained separately from this Policy and may be updated by the Board without amending this Policy.

- **Gift agreements.** Naming rights must be documented in a written gift agreement signed by both the donor and the Board President, specifying the name to be used, the element being named, the duration of the naming, and any conditions.
- **Revocation.** In rare circumstances where continuing a named honor would cause significant reputational harm to UUI or undermine the purpose for which the honor was intended, the Board of Trustees has authority to revoke the naming. UUI will first seek to work with the donor to resolve the concern. Revocation does not entitle the donor to a refund of the associated gift.

## Article XIII: International Gifts

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UUI may receive gifts from donors located outside the United States. All international gifts are subject to:

- **OFAC compliance.** UUI will not accept gifts from individuals, entities, or countries subject to sanctions administered by the U.S. Office of Foreign Assets Control (OFAC). The Finance Committee will conduct appropriate due diligence on international gifts.
- **Foreign gift reporting.** U.S. tax law may require UUI to report receipt of certain gifts from foreign persons or entities. The Treasurer will consult legal counsel on reporting obligations for any international gift over \$10,000.
- **Currency.** International gifts should generally be made in U.S. dollars. Gifts in foreign currency may be accepted at the discretion of the Finance Committee; conversion costs are the donor's responsibility.
- **Acknowledgment.** UUI will provide written acknowledgment consistent with Article XI; however, UUI cannot provide advice on the tax deductibility of gifts under the donor's home country's laws.

## Article XIV: Gift Records and Stewardship

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- **Gift inventory.** The Treasurer will maintain a current inventory of all gifts accepted under this Policy, including planned gifts and pledges. This inventory will be reviewed by the Finance Committee at least annually.
- **Donor records.** UUI will maintain accurate records of all donor information, gift amounts, restrictions, and acknowledgments, consistent with UUI's Document Retention Policy (minimum 7 years for financial records; permanently for major gift agreements and named gift documentation).
- **Stewardship reporting.** For restricted gifts, UUI will provide donors (or their estates) with periodic stewardship reports confirming that the gift is being used for its intended purpose.
- **Confidentiality.** All donor records are confidential and subject to UUI's Confidentiality Policy. Donor information will not be shared with third parties without the donor's consent.

## Article XV: Policy Review and Amendment

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This Policy will be reviewed by the Finance Committee and approved by the Board of Trustees at least every three (3) years, or sooner if there is a material change in UUI's fundraising activities, applicable

law, or organizational structure. Proposed amendments will be presented to the Board for approval. All prior versions will be archived per UUI's Document Retention Policy.

Questions about this Policy or requests to discuss a proposed gift should be directed to the Board President at [admin@urantiauniversity.org](mailto:admin@urantiauniversity.org).

## Board Adoption

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<b>Board President Signature</b>	<b>Date</b>
<b>Board Treasurer Signature</b>	<b>Date</b>
<b>Board Secretary Signature</b>	<b>Date</b>

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