

## CHAIR REVIEW CHECK LIST

The review folder for OGC will consist of the Action Item (chair proposal) and a copy of the funding documentation. The funding and the documentation which must be provided may consist of one or a combination of the following:

- **Cash or securities** – letter from donor(s) or gift agreement and there may be a copy of the check or document on the valuation of the stock.
- **Pledge or gift agreement (most common form)** – Signed agreement from donor(s) stating terms of pledge or gift.
- **Reallocation from existing fund(s)** – copy of allocation and/or Endowment Record Sheet of that fund(s) and, if an existing chair fund, a copy of the chair approval. If a bequest, a copy of the will or trust, if available. If a current use campus gift fund, a document that shows that the use of this fund for a chair is allowable.
- **Bequest** – copy of will or trust and any other documentation available relating to the distribution.
- **Chair campaign** – samples of solicitation letters or thank you letters and lists of donors. If any of the donors are the primary contributors, a separate gift agreement or letter from the donors should be included.
- **Campus discretionary funding from non-gift sources** – A memo from a chief financial officer at the campus is required that states that the use of these funds for this purpose is allowable.
- **Deferred gifts** – If a donor makes a deferred pledge, usually from their estate, and the campus wishes to approve the chair with no cash funding, then the campus planned giving officer or counsel must provide a net present value calculation of the gift. This must be valued at a minimum of \$350,000, which is the systemwide minimum funding for a chair. Donors who contribute a deferred gift will often provide current funding for life to the chair holder. In that case, the NPV is not required.

The Action Item should precisely reflect the information contained in the funding documentation. The important elements to review are:

- **Chair Name** – If a donor has named a chair, the naming in the item should be exactly as the donor stated it in the gift agreement. If the naming is for an honoree other than the donor, there should be information in the biographical section of the item that identifies the honoree. If this person is still living, there should be a memo or email that provides proof of permission from that individual so honored. If the person is deceased, the family of the decedent should indicate permission. Chair namings must

also conform to UC Systemwide Naming Policy that prohibit naming for current faculty and staff, but exceptions are made to this for sitting University personnel, if the naming is a requirement of the gift. This includes current faculty making gifts that require naming for the donor, however, in some circumstances, a campus may prefer a generic name be used until the retirement of the faculty member.

- **Funding Amount and Type of Fund** – The amount stated should be the ultimate minimum funding that the campus desires for this chair and/or that the donor(s) have so committed, and it should match what is in the funding documentation. The Item should also clearly state that the fund is either an endowment or a fund functioning as an endowment. Occasionally, we have chairs funded through annual current funding from a donor for a prescribed period of time. We refer to these as a term chairs and this arrangement should also be clearly stated in the Item.
- **Correct Fiduciary** – The Regent vs. Campus Foundations. The Item should also state which fiduciary holds the fund, based on the specifications in the related gift agreement or the fiduciary will be dictated by the source of the funding. We will sometimes have chairs supported by more than one fund and more than one fiduciary. Any gift to a department, school, or division, etc., of a campus will be deemed to be a gift to The Regents. A Campus Foundation must be specified to be the recipient of a gift.

### **Background Section:**

- The first paragraph of the Background section of the Item should succinctly detail the terms of the funding and they should be accurately supported by the documentation.
- The next few paragraphs provide biographical information on the donor(s) and the honoree, if different from the donor(s).
- The final paragraphs should detail how the payout will be used, usually standard language, but sometimes it can vary slightly, depending on the donor(s). It should also state in which academic area the chair resides. This should all be supported by the agreement.
- If the donor has made the following statements, they should also be contained in the Item: Payout may be added to principal under conditions authorized by the donor. Or the donor reserves the right to name the chair at a later date. These are the more standard statements found in a gift agreement, but any unusual terms that we have agreed to should be contained in the Item.