



GIFT AGREEMENTS

POLICY

Under the following circumstances, a written gift agreement shall be used in order to outline the purpose of the gift and document the schedule of contributions: (1) any gift to create an endowment; (2) any gift to name any physical space (building, facility or portion thereof); (3) all non-endowed gifts of \$10,000 or more; or (4) any multi-year gifts based on promissory estoppel.

PURPOSE

The purpose of the gift agreement policy is to protect the intentions and interests of both the donor and the Archdiocese of Miami when accepting gifts that fit the criteria outlined in this policy.

DRAFT

All gift agreements are generated by the Archdiocesan Development Office and will follow a standardized archdiocesan-wide format. Changes to the format may be allowed, subject to the review and approval of the President of the Archdiocese of Miami Development Corporation.

SIGNATURE APPROVAL

Signatures are to be obtained only after the document has been thoroughly reviewed and approved by the Development Office. After the document is generally agreed upon, final gift agreements should be signed by the donor(s) prior to obtaining the signatures of archdiocesan parties.

Gift agreements shall be signed by:

- the donor(s),
- the pastor, if applicable, and
- the President of the Development Corporation or the Archbishop of Miami or Archbishop of Miami, as determined by the President of the Development Corporation.

PROCESS

Three original gift agreements will be generated in all cases by the Archdiocesan Development Office. One signed original of the agreement will be provided to the donor, one signed original to the parish, school or entity as the beneficiary of the gift and the third original shall be maintained in the files of the Archdiocesan Development Office, where it will be digitally imaged and attached to the donor's record. Copies should be sent by the Archdiocesan Development Office to all interested parties within the Archdiocese.

PROVISIONS

- The use of donated funds for a purpose other than stipulated by the donor is prohibited.
- The terms of any gift should be as flexible as possible to permit the most productive use of the funds, while clearly stating the intent of the donor.
- No scholarship gift will be accepted if the terms of the gift in any way include a commitment for the future acceptance, employment, or provision of funds to or for any specific student recipient. Preferences for relatives or descendants in the awarding of scholarships or in the use of donated funds are unacceptable.

Initial: May, 2013

Current: September, 2021