

**UNIVERSITY OF WISCONSIN-MADISON
FACILITIES USE GUIDELINES**

SUBJECT: Procedure for Handling Gifts to Student Organizations

FROM: Dean of Students and Business Services

DATE: February 2002

1. There are a wide variety of student organizations, and consequently, a broad range of relationships between student organizations and the University.
2. The UW Foundation is the entity that receives charitable gifts on behalf of the University, specifically they receive gifts for University departments.
3. After the gift is accepted by the Foundation on behalf of a University department, the University department is required to assure appropriate oversight of the expenditure of the funds. This includes using gifts appropriately when they are targeted for a specific purpose.
4. The University can provide no reasonable oversight over the expenditure of funds for any student group unless the student organization is a departmentally sponsored group. UW Madison requires student organizations to be registered with the University to be eligible for UW space. This “registration” requirement does not translate into “oversight”. Therefore, for the UW Foundation to accept donations for student organizations there must be department sponsorship (to provide the appropriate oversight necessary in expending those dollars). Allowable examples of departmental sponsorship with Academic School/College Dean’s Office approval:
 - a) Student Radio Station – School of Journalism oversight,
 - b) Ag & Life Sciences Student Council – CALS oversight, or
 - c) Any other organization where there is an academic dean’s office oversight

Given these concerns, before the UW Foundation accepts gifts intended for use by a student organization a university official should review the proposal. A Foundation staff member can determine whether or not a student group claims departmental sponsorship by checking the following web site:

<http://wiscinfo.doit.wisc.edu/soo/pages/default.asp>. The Dean of Students Office will serve as the initial contact for this review. Upon initial inquiry from a member of the UW Foundation, the Dean of Students representative will advise whether or not the student organization has departmental sponsorship. In the event that there is departmental sponsorship, the name of a contact person within the department will be given. The designated department representative, can assist the foundation further by reviewing the gift to insure that it does not violate university fund expenditure rules, and actually request, process, and/or approve the necessary paperwork to expend the dollars.

The procedure for processing gifts determined by the university representative to be appropriate

as follows:

1. deposit is targeted to university department foundation account,
2. university department transfers funds to 133 gift account, and
3. expenditure is made against the 133 gift account. OR
4. deposit is targeted to university department foundation account, and
5. university department requests a check to support an expenditure directly from the Foundation based on the gift criteria, within state guidelines and foundation guidelines.