

**HUMBOLDT STATE UNIVERSITY ADVANCEMENT FOUNDATION
CONTRIBUTION ADMINISTRATION FEE POLICY ADOPTED AT THE
AUGUST 6, 2015 EXECUTIVE COMMITTEE MEETING**

PURPOSE

To provide authority for assessment of a fee to defray the administrative costs associated with new charitable contributions to the Humboldt State University Advancement Foundation.

POLICY

The Foundation will assess a fee on charitable contributions in order to defray the costs of accepting, processing, recording, accounting for, and disbursing charitable funds.

- A. The fee will be a percentage of expected contributions with a target rate of 5%. The percentage will be set at the rate estimated to be adequate to defray a significant portion of anticipated costs.
- B. The percentage will be reviewed annually by the Vice President of University Advancement and the Vice President of Administrative Affairs, who will bring a recommendation to the Finance Committee for consideration as a part of the Foundation operating budget.
- C. Philanthropy staff will ensure that the amount and purpose of the fee is readily available to and understood by donors.
- D. The Foundation reserves the right to modify this policy at any time.