

## Christopher Newport University

### Policy: Charitable Gifts in Support of Special Interest Housing

Policy Number: 4040

Executive Oversight: Vice President of Student Affairs and Dean of Students (VPSA)  
Contact Office: Primary - VPSA  
Secondary - Vice President for Advancement; Vice President for Administration and Auxiliary Services  
Frequency of Review: Biennially  
Date of Last Review: February 2021

#### A. PURPOSE

Provide the means by which charitable gifts may be made to support Special Interest Housing (SIH) at Christopher Newport University and how those gifts may be put to use.

#### B. POLICY STATEMENT

##### **Tax Deductibility of Gifts**

The Christopher Newport University Education Foundation (CNUEF) may establish a designated house improvement fund for each Christopher Newport Special Interest House (SIH). Charitable contributions may be made to CNUEF for these funds and donors will receive receipts from the Office of Advancement for their tax-deductible gifts. For such gifts to be considered tax-deductible and in accordance with IRS regulations, the items or repairs purchased with these funds become the property of Christopher Newport.

##### **Ownership and Use of Residual House-Specific Support**

Donations to an SIH fund are non-refundable. In the event a particular SIH becomes uninhabitable or the organization is no longer allowed to live in an SIH and a balance remains in the CNUEF account, any remaining SIH money in the related fund will be transferred to a general SIH account with CNUEF. These funds may be utilized by all SIH units, subject to approval of the VPSA.

##### **Expenditure Approvals**

An SIH fund may be used to pay for renovations, furnishings, and enhancements to the respective house. Purchases using the funds require prior approval by the VPSA and the professional staff working with Greek Life. Organizations wishing to utilize funds from their assigned SIH account obtain approval by submitting a *Special Interest Housing Foundation Fund Approval Form* available in the Office of Student Activities. Upon approval, the organization may purchase the requested item and seek reimbursement from CNUEF. In most cases, monies from the fund will be issued as a reimbursement, not as a direct payment. Requests to use the funds to pay parlor fees will not be approved.

### **Pre-Approval for Specific Intended Purchases Prior to Funding**

In special instances, where a particular donor or donors are interested in providing assistance to an SIH fund that might be used for a specific purchase, approval may be obtained with the understanding that funding is forthcoming. In addition, should the organization occupying an SIH wish to solicit donors for funds to be used for a specific purpose, that purpose should be pre-approved using the same form before solicitation occurs.

### **Safety and Quality of Life**

Christopher Newport, as needed, shall install/set-up approved projects and/or purchases to ensure safety and building compliance. The University is able to replace items with items consistent in quality to those provided in other residences. These projects and/or purchases should contribute to the quality of life of the occupants of the SIH in ways that Christopher Newport deems appropriate. The University is not able to take responsibility for the repair of the items purchased. Repairs to the facility may utilize monies from the CNUEF fund but approval will not be granted for repairs due to damages incurred by the organization/members nor can the fund be used for restitution for any charges billed to the SIH by Christopher Newport (such as parlor fees).

## **C. PROCEDURES**

1. A CNUEF designated house improvement fund may be established for each Special Interest House (SIH) upon request. The request to establish the fund will be reviewed and approved by the CNUEF, the Office of Advancement, and the VPSA.
2. Charitable contributions made to a SIH fund will be processed by the Office of Advancement and deposited to the designated CNUEF fund.
  - a. Donors will receive receipts from the Office of Advancement.
  - b. Questions about donations and the value of allowable gifts should be directed to the Director of Parent Giving and Special Gifts in the Office of Advancement.
3. Disbursement requests by the SIH should be made to the VPSA or his designee using the *Special Interest Housing Foundation Fund Approval Form*. The SIH is encouraged to begin the approval process well in advance so requests can be reviewed in a timely manner. On occasion, pre-approval may be requested for intended purchases that will be solicited from/funded by donors.
4. The VPSA must approve each expenditure before a disbursement can be made. The VPSA will forward its approval to CNUEF. If accepted by CNUEF, it may make payment to the vendor or reimbursement to an individual or SIH group as CNUEF deems appropriate.
  - a. Documentation will be required by the CNUEF in the form of receipts or an invoice.
  - b. Vendors may be selected at the discretion of the SIH, but in consultation with the VPSA.
5. A transfer memo is completed by the CNUEF, transferring ownership of purchased assets to Christopher Newport.

6. Activity reports will be generated by CNUEF each quarter for all SIH accounts and forwarded to the VPSA.
  - a. The VPSA should forward specific reports and balances to the individual SIH.
  - b. If there is no activity for the quarter in the specific SIH fund, no report will be generated.

#### **D. AUTHORITY**

The Vice President of Student Affairs and Dean of Students (VPSA) monitors adherence to this policy.

#### **E. REFERENCES**

*Use of Foundation Funds for Special Interest Housing (Greek Village)*, Office of Student Affairs, dated 8/22/16.

*Special Interest Housing Process*, Christopher Newport University Education Foundation, dated 8/25/16.

#### **F. INTERPRETATION**

Should questions arise, the Vice President of Student Affairs and Dean of Students (VPSA) is responsible for clarifying and interpreting this document. Questions about donations and the value of allowable gifts should be directed to the Director of Alumni and Parent Giving in the Office of Advancement.

#### **G. APPROVAL AND REVISIONS:**

**Approved by:** Policy Committee, March 1, 2017

**Revision #1:** Policy Committee, June 13, 2018

#### **H. NEXT REVIEW DATE:** Winter 2023