

# Gifts & Awards for Non-Employees

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<b>PURPOSE</b> .....	1
<b>POLICY STATEMENT</b> .....	1
<b>WHO SHOULD KNOW THIS POLICY</b> .....	2
<b>DEFINITIONS</b> .....	2
<b>REGULATIONS</b> .....	2
1.0 ELIGIBILITY FOR GIFTS .....	2
2.0 PRESENTATION OF GIFTS .....	3
3.0 ALLOWABLE GIFTS .....	3
3.1 <i>Promotional items</i> .....	3
3.2 <i>Appreciation or Recognition</i> .....	3
3.3 <i>Sympathy Gifts</i> .....	3
4.0 APPROVAL OF TRANSACTIONS .....	4
5.0 EXCEPTIONS TO POLICY .....	4
<b>FORMS</b> .....	4

## Purpose

Gifts or contributions to outside individuals or organizations will be permitted only if it can be demonstrated that the gift or contribution will benefit the ASI or is clearly seen as needed to the ASI in helping meet its role as a good community citizen. Examples might include promotional and goodwill gifts, gifts presented as a token of appreciation for, or in recognition of, service to the ASI, and gifts offered as an expression of sympathy. This policy establishes regulations and procedures related to the presentation of non-cash gifts for business purposes to non-ASI individuals or organizations on behalf of the ASI.

## Policy Statement

It is the policy of the ASI that gifts of moderate expense as described herein may be presented to non-ASI individuals or organizations when the gifts are made on behalf of the ASI. However, the presentation of such gifts is permitted only if it can be demonstrated that the gift benefits the ASI or is clearly necessary to the ASI's fulfillment of its role as a good community citizen. To avoid any appearance of favoritism, no officer or employee should present a gift that appears to be offered because of the position held by the recipient.

## Who Should Know This Policy

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|--|--|--|
| <input checked="" type="checkbox"/> Budget Area Administrators | <input checked="" type="checkbox"/> Elected/Appointed Officers | <input checked="" type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Management Personnel       | <input checked="" type="checkbox"/> Program Advisors           | <input type="checkbox"/> Staff                       |
| <input checked="" type="checkbox"/> Supervisors                | <input type="checkbox"/> Volunteers                            |  |

## Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Appreciation or Recognition Gifts	Items of tangible personal property such as tickets to a sporting, theatrical, or musical event, or a non-negotiable gift certificate, and mementos such as a plaque, watch, logo item of more than minimal value, book or the like.
Approving Authority	The person to whom authority has been delegated in writing to approve hospitality expenses and to approve exceptions to the hospitality policy and the limitations outlined in this policy.
Exceptions	Hospitality expenses that exceed the per-person maximum rates specified in this policy and any other type of expenses that are not specifically included in this policy.
Promotional items	A gift of tangible personal property that bears the logo of the ASI or CSULB such as a T-shirt, cap, pennant, mug, or pen.
Sympathy Gift	Gift of tangible personal property, such as flowers, presented as an expression of sympathy in the event of death or major illness.

## Regulations

### 1.0 Eligibility for Gifts

Individuals or organizations eligible to receive gifts include donors or potential donors, visiting dignitaries and scholars, volunteers (including students), clientele, and members of the local community.

Gifts may **not** be presented to the following:

- ASI employees or near relatives of ASI employees (refer to Policy on Gifts and Awards for Employees)
- Any individual or organization associated either directly or indirectly with a political party, campaign, or candidate, or a group engaged in an attempt to influence legislation, elections, referendums, or the like
- Any person with whom a presenter has an outside business relationship, i.e., where any conflict of interest exists

The business reason for making the gift or the nature of the business benefit the ASI derived or expects to derive must be documented in writing. In most cases, the promotion of goodwill in the community is an acceptable business purpose.

To establish the existence of a business relationship, the name, title, and occupation of the gift recipient(s) must be included with the request for payment or reimbursement. In addition, the gift should be accompanied by a transmittal letter on official ASI letterhead, which states that the gift was made on behalf of the ASI. A card containing the same information may be substituted. A copy of the letter (or card) should be attached to the request for payment or reimbursement.

## 2.0 Presentation of Gifts

Generally, gifts are presented when tradition, commonly accepted institutional practice, or social custom dictates gift giving. To prevent the appearance of favoritism, gifts presented to a particular individual or entity shall be given infrequently, based on objective criteria.

Examples of individuals and organizations that may be presented with a gift on behalf of the ASI include, but are not limited to, the following:

- A visiting dignitary or scholar, to express appreciation, e.g., a distinguished lecturer;
- A donor or potential donor, to acknowledge a contribution, recognize service, or express sympathy in the event of the death or major illness of a family member;
- A volunteer, to honor the contribution of time or other resources;
- A potential donor, to promote the ASI's programs or to express the ASI's goodwill toward the community;
- An organization, to promote goodwill;
- A client, to promote good customer relations;
- A foreign dignitary or government official, to promote goodwill.
- Students

## 3.0 Allowable Gifts

Gifts in the following categories are allowable under this Policy. Gifts of cash are **not** permitted.

### 3.1 Promotional Items

A gift of tangible personal property that bears the logo of the ASI or CSULB such as a T-shirt, cap, pennant, mug, or pen. These gifts should be of minimal value (\$50 or less).

### 3.2 Appreciation or Recognition

Items of tangible personal property such as tickets to a sporting, theatrical, or musical event, or a non-negotiable gift certificate, and mementos such as a plaque, watch, logo item of more than minimal value, book or the like. The cost of gifts in this category may not exceed \$400.

### 3.3 Sympathy Gifts

Gifts in this category include flowers, candy, a book, etc. The cost of such gifts is limited to \$75.

#### 4.0 Approval of Transactions

The Executive Director has sole authority to approve requests to remit payment or reimburse expenses for non-cash gifts presented on behalf of the ASI. This authority may not be delegated to other administrators under his/her supervision.

The Executive Director is responsible for determining whether Gift Expenses serve a bona fide ASI business purpose.

The Executive Director shall not approve his/her own request for payment or reimbursement of gift expenses. All such requests shall be approved by the ASI President.

#### 5.0 Exceptions to Policy

Each request for an exception must include a written justification as to why the higher cost or other deviation from policy is necessary to achieve a legitimate ASI business purpose. Such requests must specify the type of gift, the purpose of the gift, the special circumstances that require such an exception, and the name of the non-ASI individual or organization on whose behalf the exception is sought.

Gifts of "bottled" alcohol beverages or tobacco products are not permitted regardless of the source of funding.

In the event of a conflict between the terms of a funding source and the ASI policy, the stricter of the two policies shall apply.

The Executive Director must authorize any exception to this policy.

### Forms

There are not forms associated with the execution of this policy.