



## Pledge Acceptance Guidelines

---

The following procedures address the various types of pledges the University of Oregon Foundation (Foundation) may receive, and any special processing considerations. The Office of Gift Receipting (Receipting) processes all pledges.

### ***Annual Pledges: Commitments To Be Fulfilled Within One Year***

Pledges may be taken over the phone or generated by a direct mail piece which has a form the donor may return to initiate their pledge. Reminders for these pledges are generated monthly until they are completed or become 90 days past due, at which time they may be cancelled. These pledges do not require additional signatures of the receiving department or UO Foundation President & CEO.

### ***Multi-Year Pledges: Commitments Will Be Fulfilled Within Five Years***

Pledges of this type require a "Letter of Intent" or other documentation by the donor either by signed correspondence or electronic correspondence originating from the donor. The documentation must, at a minimum, specify the details of the commitment including payment amount, payment schedule, designation of funds, and the name of the party making the commitment. The documentation must also be signed by the University officer responsible for the program being funded and the Foundation.

This level of pledge must have an annual payment minimum of \$1,000 and may not exceed five years in duration without prior approval by the Vice President for University Advancement.

Reminders for these pledges will be generated approximately 30 days before their scheduled due date. Relationship Managers (RM) or a benefit area representative will be contacted concerning both "currently due" and "past due" pledges. Reminders will automatically be sent 5 working days after the contact unless directed otherwise by the appropriate development staff.

If three reminders are sent for the same payment and there is no response from the donor, reminders will no longer be automatically generated. Information regarding those pledges will be forwarded to the University Associate Vice President for Development to discuss further action. Recommendations for action to be taken will be communicated back to the Foundation.

Pledges of this type are only considered for cancellation at the request of the Relationship Manager or appropriate development staff. Once this request is received, both the University Vice President for Advancement and Associate VP for Development are notified. After consultation and agreement, a request for cancellation may be submitted to the Foundation President & CEO for approval.

### ***Irrevocable Bequest Intentions: Deferred Pledge Agreements***

Pledges of this type require a Deferred Pledge Agreement or other acceptable document which would define the irrevocable commitment. This type of pledge is recorded at present value which is determined by the Office of Planned Giving, with a completion date based on the life expectancy of the donor. If this pledge is fulfilled or payments are applied while the donor is living, the amount of the commitment will be reduced and the payment will be recorded as an outright gift.

Reminders are not generated for these pledges.