

## **LMHSC Gift Acceptance Policy**

### **Purpose**

This policy establishes a formal process for acceptance and documentation of donations made to the La Crosse Medical Health Science Consortium (Consortium) and/or the Health Science Center (HSC).

### **Process for Accepting Donations**

Donations may be designated by the donor for a specific purpose or may be undesignated and used for general support of the Consortium.

Consortium staff will review donations and may decline any donation or gift. Donations designated for the HSC or its grounds will be presented to the HSC Management Group for further review.

Donations or gifts will receive recognition appropriate to the level and nature of the donation, as determined by the Consortium.

### **Donations of Cash**

Designated donations of cash will be deposited into the appropriate revenue account for the Consortium or HSC. Donations of undesignated cash will be deposited into the Consortium's general fund.

### **Donations of Tangible Items**

These donations will be considered on a case-by-case basis, and an agreement of expectations will be developed between the Consortium and the donor regarding the location, display, long-term preservation, cost, and maintenance of the item. The Consortium does not guarantee the permanency of any memorial.

### **Acknowledgement, Distribution and Maintenance of Donations**

The Consortium will acknowledge, in writing, donors of gifts valued at more than \$250.

Tangible items will be maintained according to the donor agreement of expectations. Items beyond their usable life will be disposed of in an appropriate manner.