**Donations**

In order to accept monetary or equipment donations, sport clubs must ensure that they use gifts according to the donor’s specifications and that the donor is able to take advantage of any potential tax benefits. **Note:** UMD Sport Clubs are not officially considered part of the University nor do they have separate non-profit status. Anyone wishing to make a donation to your club must contact the Assistant Director – Sport Clubs and the Coordinator – Development and External Relations for further information, as gifts made directly to the sport club are NOT tax-deductible.

*Assistant Director – Sport Clubs: Tiffanie Morgan (tiffanie@umd.edu)*

In order for checks to be properly processed through the University of Maryland College Park Foundation (UMCPF) and gifts to be considered as eligible for tax deductibility, checks must be made out to the **University of Maryland College Park Foundation.** In order to indicate which club the gift is made in support of, the Coordinator – Development and External Relations must be consulted for the proper language to include with the gift. Gifts that do not adhere to these guidelines will not be processed through the UMCPF.

Gifts in support of the University of Maryland are accepted and managed by the University of Maryland College Park Foundation Inc., an affiliated 501 c(3) organization authorized by the Board of Regents. Gifts are tax deductible as allowed by law. Please know that donors must consult their tax advisor to determine eligibility.

Clubs may not solicit donations without advanced approval of the Assistant Director – Sport Clubs or the Coordinator – Development and External Relations. These policies and procedures are in place to protect the University. There will be penalties for Sport clubs that chose to not follow these policies and procedures.

**University of Maryland College Park Foundation Accounts**

University of Maryland College Park Foundation accounts are Campus Recreation Services UMCPF accounts established in the long-term interest of a UMD affiliated sport clubs. Unlike CRS or SGA funds, these accounts do not operate on a fiscal cycle and the club can use them to accept potential tax-deductible donations*. Sport clubs must contact Assistant Director – Sport Clubs to acquire any gifts given to the club.

**University of Maryland College Park Foundation Overview:**

The University of Maryland College Park Foundation exists to except and manage gifts in support of the University of Maryland. As an official department within the University of Maryland, Campus Recreation Services may open UMCPF Accounts to benefit specific sports clubs. All accounts opened in support of sport clubs must be directly controlled and administered by Campus Recreation Services and adhere to UMCPF guidelines and policies.

**Benefits**
- Tax deductible gifts* may be accepted into the College Park Foundation established on behalf of the Club.
- Account funds are continuous from year to year.

**Intended Use of Accounts**
- Supplement large-scale travel such as national events.
• Large purchases such as boats, uniforms, and equipment (which would become property of the University for use by the club). Please note that all items and equipment purchased via a UMCPF account become the property of Campus Recreation Services for the use of specific club.
• Safeguard the club from University budget cuts.

Establishing an Account
• Contact the Assistant Director – Sport Clubs to discuss the club’s need for a College Park Foundation account.
• Contribute (from Club checking account) or solicit a gift of $1,000 or greater to establish an account.

Account Balance Requirements
• $1,000.000 minimum must be maintained to spend from the account.
• $1,000.000 minimum balance must be maintained once met.

Deposits to an Account
• Each account will have a separate “Gift Form” which must be returned with the donation.
• Donations/Gift Forms can be delivered to the Coordinator – Development and External Relations or the Student Affairs Development Office.

Account Statements
• Statements will be received by the Assistant Director – Sport Clubs and/or Director of CRS on a monthly basis at the Eppley Recreation Center.
• The Assistant Director – Sport Clubs will make those statements available to club officers upon request.
• CRS and the club will be immediately notified of gifts

Disbursements from an Account
• All gifts will be held in the Foundation Account until a club requests the funding for use. The club officers will then provide the Assistant Director-Sport Clubs with a purchase request form will all necessary details. The Assistant Director-Sport Clubs will then make the purchase and request reimbursement from the Foundation Account.

Stewardship and Recognition
• All gifts will require a follow up thank you note from the sport club President or Fundraiser/Finance Chair/Treasurer. CRS will provide letter head, cards, and postage upon request.
  o Gifts at $1,000 or higher will receive thank you notes from the sport club and the CRS Director.
  o Gifts at $5,000 or higher will receive thank you notes from the sport club, the CRS Director, and the Vice President of Student Affairs.
• Any gift over $1,000 will be added to the Sport Club giving banners in the lobby of the Eppley Recreation Center.

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