

**California State University Maritime Academy
California Maritime Academy Foundation, Inc.**

VOLUME: Policy

NUMBER: FD-02-006

TITLE: Pledge Policy and Procedure

DIVISION: University Advancement

DEPARTMENT: University Wide

- I. Pledge Acceptance
 - A. Pledges may be established to complete gifts made in compliance with the University Gift Acceptance Policy.
 - B. Pledges
 - 1. Written documentation must accompany pledges of \$500 or greater with the exception of telemarketing pledges.
 - 2. The documentation must include date, amount pledged, usage/purpose detail, payment schedule and the donor's signature.
 - 3. Pledges made via telemarketing should include date of contact and person or company making the contact in lieu of donor's signature. A copy of this documentation is used in system pledge recording and is then placed in the donor's file.
 - 4. Pledges are recorded as assets of the University and thus require careful documentation. Pledges of \$5,000 or more require approval of the Vice President University Advancement (VPUA) prior to recording in the gift records system.
 - 5. New pledges may not be conditional (i.e. to be paid when an anticipated but not irrevocably scheduled event occurs).
 - 6. Pledges should have an installment schedule to allow fulfillment achieved within a five year period. Pledges of longer than five years in length will require approval by the VPUA and need special paperwork.
 - 7. Pledges are considered delinquent after 90 days past the due date and are handled according to the procedures outlined as follows.
 - C. Futures Pledges
 - 1. Futures pledges include bequests and charitable trusts (CRA

- A. All pledges are booked into Raisers Edge.
1. The signature and letter format may differ based on the amount of the pledge with large pledges being recognized by the President, Dean, or a leading administrator.
 2. Donors may choose their installment plans such as monthly, quarterly, annually or a specific single payment date.
 3. Appropriately timed reminders (monthly, quarterly, semi-annually or annually) are generated and mailed on the 15th of the month.
 4. If no installment plan is outlined by the donor,

