

LOKER STUDENT UNION, INC. GIFT ACCEPTANCE POLICY

The Donald P. and Katherine B. Loker University Student Union hereinafter referred to as LSU, may solicit and accept gifts and donated prizes for purposes that will help the organization fulfill its mission. The LSU shall follow the California State University, Dominguez Hills gift acceptance procedures in receiving gifts and/or donated prizes with a cash value of \$250.00 or more. Gifts and/or donated prizes with a cash value of less than \$250.00 can be accepted by the LSU and will be acknowledged by the LSU to the donor in writing.

For the purpose of this policy gifts are defined as follows:

Gifts - Any transfer of personal property made voluntarily and without benefits where the donor absolutely and irrevocably divests themselves of title, dominion, and control of the property and irrevocably transfers the present legal title and dominion and control of the entire gift to the LSU.

Gifts and donated prizes shall be evaluated by the Director or their designee prior to acceptance. The Director shall determine if the gift and or donated prize is to be accepted.

The following gifts may be considered for acceptance:

- Cash or cash equivalents (cash, checks, credit/debit, ACH and gift cards)
- Tangible property and in-kind gifts
- Professional services (signage design, event marketing, co-sponsorships, etc.)

The following gifts shall not be accepted under any circumstances:

- Gifts that violate federal, state, or local law, statute, or ordinance
- Gifts that contain unreasonable conditions
- Gifts that could expose the LSU to liability
- Any gifts from organizations that discriminate based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, veteran status, or disability

Employees acting on behalf of the LSU shall not accept gifts and or donated prizes without prior authorization by the Director. Gifts and donated prizes offered to employees by individuals and/or organizations doing business with the LSU shall be reported to the Director or their designee. The Director or their designee, at their discretion, shall determine proper dissemination.

Employees conducting business for the LSU may accept the following gifts:

- Meal or refreshments
- Gifts and/or honorariums for speaking engagements
- Recognition awards, plaques, trophies, etc.
- Flowers, greeting cards, thank you notes
- Prizes and gifts from conferences that are distributed to all attendees
- Non-cash thank you gifts with a dollar value of \$25.00 or less

The LSU shall not provide any legal, financial or other professional advice to anyone seeking to provide a gift or donation to the LSU.