



Memo

To: Mark G. Pavlovich, Vice President for Advancement & Sponsored Research
Mark P. Mixner, Vice President for Administration and Finance - West Chester University

From: Richard T. Przywara, Executive Director
West Chester University Foundation

Date: 5/8/13

Re: Confirmation of Gift Processing Guidelines

Based on the Memorandum of Understanding between West Chester University and the WCU Foundation and recent guidance from PASSHE auditors, WCU and the WCU Foundation agree to the following contribution management guidelines:

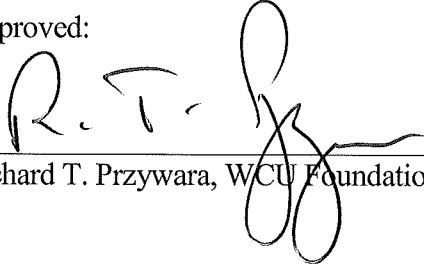
1. All existing pledges to endowments owned by the University, made as part of either the Windows to the Future Campaign or the Campaign for Excellence, will be processed by the Foundation and contributed to WCU via electronic transfer on a monthly basis, as applicable. These gifts will not be charged an administrative fee by the Foundation.
2. All new endowments will be created at the Foundation unless the donor expressly requests that the endowment be created at the University. In order to avoid confusion, and unless the donor insists otherwise, the names of Foundation endowments will be different from WCU endowments.
3. The Foundation may continue to raise funds from donors who have fulfilled their pledges to University-owned endowments. New endowment gifts from these donors will be retained at the Foundation. A gift fee will be assessed on these donations.
4. All capital gifts raised by the Foundation will be contributed to the University on a monthly basis, unless otherwise agreed to by WCU. A gift fee will be assessed on these contributions.
5. At the discretion of the WCU Vice President for Advancement & Sponsored Research, certain contributions to the Foundation (e.g., the Lindback, Shock, WW Smith, Charlotte Newcombe, and Swope Foundations) will NOT be assessed a gift fee.
6. The University will only accept contributions when a donor refuses to make their gift to the Foundation, or the check is made payable to the University. Under no circumstance will the Foundation deposit checks made payable to West Chester University. To satisfy PASSHE fundraising reporting requirements through the Council for Aid to Education Voluntary

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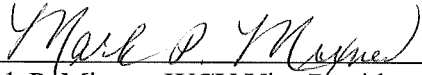
Support Report, the Vice President for Advancement & Sponsored Research will provide the Foundation with a list of all charitable contributions received by the University during each year including the donors' names, addresses, gift amounts, and gift designations.

Approved:



Richard T. Przywara, WCU Foundation Executive Director

5/8/13
Date



Mark P. Mixner, WCU Vice President for Administration & Finance

5/10/2013
Date