Gifting Instructions

All gifts made to the UCSB NRS reserves will incur a Gift Fee of 6%. Gifts made by credit card will incur an additional 3% credit card fee.

The reserve will be provided with a copy of the UDEV Gift Form, letter from the donor and copy of the check if the donation came directly to the Campus Office. If the check came to the reserve and was forwarded to the Campus Office, no copy will be provided. It is assumed that the reserve will make a copy of the donation documents for their files. See instructions for “Cash Handling”.

Donations
Submit the following to the NRS Campus Office:

Check or Cash
- General donation checks should be made out to: UC Regents
- Checks should be made out to the UCSB Foundation only if the donor requests it
- Endowment checks should be made out to: UCSB Foundation. Endowment donations cannot be made online using a credit card.

Letter or Pledge Form
- A letter or Pledge Form from the donor should accompany all donations, where possible.
- The letter or Pledge Form should state the name of reserve. If restricted, it should include the name of the project (ie, barn restoration, student travel, etc.).
- For unrestricted donations under $1,000, in lieu of a letter the donor may write the name of the reserve/project in the notes area of the check.

Post-Marked Envelope
- The letter the check or Pledge Form arrived in should be included. If there was no post-marked envelope, include a note signed by the person who received the check at the reserve stating the date they received it.

Check Log Sheet
- A Check Log Sheet is provided on the Staff Website under “Cash Handling”. Use this to log all donations to the reserve.

Online Credit Card Donations
Donors can log on to UCSB NRS Website (http://nrs.ucsb.edu), select the reserve they want, and hit the “Donate” button. In addition to a 6% Development Fee, the reserve will also be charged a 3% credit card fee.

In-Kind Gifts (non-monetary gifts)
Request approval of the Campus office in advance of accepting a gift-in-kind. Some gifts require multiple approvals. If approved, provide a letter from the donor about the gift and how they want it to be used. If the donation is a vehicle, it will need to be checked out by a mechanic or the Central Garage before it can be approved.

Gifts of Stock
Contact Gay Larsen, NRS Development Officer

Thank You Letters to Donors
Reserves provide thank you letters to their own donors. If a reserve would like the Director to also provide a thank you letter, they must ask. For donations of $1,000 or over the donor will become a member of the Chancellor’s Council and receive a thank you letter from the Chancellor.