

Gifting Instructions

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

Donations

Submit the following to the NRS Campus Office:

Check or Cash

- General donation checks should be made out to: **UC Regents**
- Endowment checks should be made out to: UCSB Foundation
 - Endowment donations cannot be made online using a credit card
 - Other gifts should only be made out to the Foundation if the donor requests it
- Donations are considered "gifted" on the date they are received by Reserve staff (please make note of date it was received) or the postmark date on the envelope - NOT the date written on the check.
- Please keep and submit the envelope as well as any gift/pledge letters to the NRS office with the donation.

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 (i.e. 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.

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 the UCSB NRS Website (<http://nrs.ucsb.edu>), select the reserve they want, and hit the "Make a Gift" 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 Matt Fratus, 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.