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## **UCLA Policy 190: UCLA Support Groups**

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Issuing Officer: Vice Chancellor, External Affairs

Responsible Dept: Support Group Administration

Effective Date: May 1, 1999

Supersedes: UCLA Policy 1220, dated 7/1/91

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- I. REFERENCES**
- II. PURPOSE**
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### **I. REFERENCES**

1. UC Policy on Support Groups, Campus Foundations, and Alumni Associations, September 15, 1995;
2. UC Administrative Guidelines for Support Groups, April 18, 1996;
3. UCLA Support Group Guidelines, June, 1997;
4. UCLA Policy 110, Use of the University's Names, Seals, and Trademarks.

### **II. PURPOSE**

The purpose of this policy is to ensure that UCLA recognizes and administers consistently each of its Support Groups in the best interest of the University, and to ensure that the activities of such groups are carried out according to the provisions in this Policy and the UCLA Support Group Guidelines.

### **III. DEFINITION**

**Support Group**: A UCLA Support Group is any group, organization, foundation, or association (1) whose primary purpose is to provide assistance through fund-raising, public outreach and other support for the University's mission, or (2) whose representatives or activities make the entity indistinguishable from the University itself, or (3) that acts as an agent of or intermediary for the University. Support Groups typically operate with some affiliation or collaboration with the University to raise gift funds and/or provide public support for the teaching, research, patient care and public service programs of the University. Each Support Group shall be organized and operated so that the contributions to it or through it to The UCLA Foundation or the University shall be deemed tax-deductible contributions under state and federal tax law.

### **IV. STATEMENT**

A Support Group must request and receive official recognition from the Chancellor (or designee), subject to all applicable campus policies and guidelines. Without such recognition, no group may (1) represent itself as raising funds or otherwise providing support on behalf of or for the benefit of UCLA, or any of its schools, departments or units, (2) use the name of UCLA or any of its schools, departments or units, or (3) use UCLA's facilities, equipment or personnel in connection with such activities. A request for recognition will be denied when an organization does not meet

the required terms of recognition or when the Chancellor (or designee) determines that the organization does not serve the best interest of the University.

1. Initial Recognition

An organization may receive official recognition as a UCLA Support Group with the approval of the Chancellor (or designee) after submitting required documentation to the Support Group Administration Office as specified in Attachment A.

2. Annual Renewal of Recognition

UCLA Support Groups maintain their recognized status by complying with campus policies and guidelines, and by annually submitting required documentation, as specified in Attachment A, to the Chancellor (or designee) by August 1.

3. Privileges That May Be Offered Upon Recognition

A Support Group that has received official recognition from UCLA is authorized to use UCLA's name or the name of one of its schools, departments or units. It may use space, equipment and staff support in the performance of its recognized support activities as specified in Attachment A.

4. Failure to Comply

If a Support Group does not comply with campus policies and guidelines, the Chancellor (or designee) shall by written notice require the Support Group to comply within a reasonable time period or have its recognition as a Support Group withdrawn.

- In the event the group fails to comply within the time period specified, the Chancellor (or designee) may withdraw the Support Group's official recognition and take all necessary actions in that regard.
- Upon withdrawal of recognition, the assets of the Support Group shall be transferred to The UCLA Foundation, as designated by the Chancellor (or designee), for purposes consistent with the terms of individual gifts and purposes of the Support Group. In the event the Support Group fails within a reasonable time period to transfer its assets, the General Counsel shall take such legal action as may be necessary to compel transfer.
- Once official recognition has been withdrawn, the Support Group may no longer use the University's name, facilities, equipment, or support staff. Should the Support Group fail to cease these activities, the General Counsel shall take legal action as may be necessary.

## V. ATTACHMENTS

- A. Initial and Annual Renewal of Recognition Documentation and Recognition Privileges

**Issuing Officer**

**/s/ Michael C. Eicher**

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**Vice Chancellor, External Affairs**

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**Questions concerning this policy or procedure should be referred to  
the Responsible Department listed at the top of this document.**

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**ATTACHMENT A****Initial and Annual Renewal of Recognition Documentation and Recognition Privileges****A. Initial Recognition Documentation**

1. A current list of officers, Board of Directors (if any) and principal contact person for the organization.
2. A statement of the organization's purpose and goals and/or enabling documents (i.e., bylaws, constitution, articles of incorporation or other governing documents).
3. A current roster of names and addresses of donors and members must be provided upon request by the Chancellor (or designee).
4. A statement signed by the officers/representatives of the organization stating that the Board of Directors (or the governing body) has read and formally voted that it will comply with campus and University policies and guidelines.
5. For a tax-exempt organization, a copy of the organization's most recent IRS Form 990 and annual financial statements.
6. A list of the types of activities, including fund-raising and membership drives, the organization intends to undertake and how the organization intends to financially support these activities.
7. A list identifying any accounts with financial institutions, including the institution's name and address, account numbers, and a statement signed by an appropriate officer or representative of the organization authorizing representatives of the University to receive from the financial institution any information, records, or photocopies of transactions relating to the account(s) as the University may at any time request from the financial institution.

Note: Accounts with any financial institution are subject to approval requirements as set forth in the UCLA Support Group Guidelines.

**B. Annual Renewal of Recognition Documentation**

1. An updated list of officers, Board of Directors (if any) and the principal contact person for the organization.
2. Any changes to the organization's structure, purpose and goals, and/or enabling documents (i.e., bylaws, constitution, articles of incorporation or other governing documents).
3. An updated roster of names and addresses of donors and members must be provided upon request by the Chancellor (or designee).
4. A statement signed by the officers/representatives of the organization stating that the Board of Directors (or the governing body) has read and formally voted that it will continue to comply with campus and University policies and guidelines.
5. For a tax-exempt organization, a statement of revenues, expenses and net income for the last fiscal year and a copy of the organization's annual IRS Form 990 and financial statements.
6. An annual plan of fund-raising, membership drives and other activities for the ensuing fiscal year and how the organization intends to financially support these activities.
7. A list identifying any accounts with financial institutions, including the institution's name and address, account numbers, and a statement signed by an appropriate officer or representative of the organization authorizing representatives of the University to receive

from the financial institution any information, records, or photocopies of transactions relating to the account(s) as the University may at any time request from the financial institution.

Note: Accounts with any financial institution are subject to approval requirements set forth in the UCLA Support Group Guidelines.

**C. Privileges That May Be Offered upon Recognition**

1. Use of the name of the University of California, UCLA or the name of one of UCLA's schools, departments or units, as part of its own name.
2. Use of UCLA space, equipment, and personnel as may be provided through the sponsoring department for relevant support activities.
3. Mailing labels for event invitations, fund-raising solicitations and newsletters.
4. As appropriate, assistance to identify prospective Support Group members and donors.
5. Liability insurance for approved Support Group activities.
6. Investment of endowed funds through The UCLA Foundation, including participation in its \$220 million pooled endowment fund.
7. Financial administration of gifts through The UCLA Foundation and/or the Regents, including official tax receipts to all donors, gift reports by fund and donor gift credit toward the UCLA Campaign.
8. Annual audit of funds on deposit with The UCLA Foundation.
9. If appropriate, the services of a program director, through the Alumni Association's Council of Support Groups, to advise on Support Group events, programs and fund-raising activities.
10. Assistance from University Communications to publicize Support Group activities through campus publications and the media.