TRADE OUTS & GIFTS-IN-KIND

NCAA Bylaw 6.2.1 Normal Budgeting Procedures
The institution's annual budget for its intercollegiate athletics programs shall be controlled by the institution and subject to its normal budgeting procedures.

NCAA Bylaw: 16.02.3 Extra Benefit
An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., international students, minority students) determined on a basis unrelated to athletics ability.

Forms Used for Documentation:
1. Ram Athletic Fund Pledge card

Individuals and Departments Involved:
1. Representative of Athletic Interest (Booster)
2. Athletics staff member/Coach
3. Athletics Development Staff

Policy:

NOTE: VCU athletics will work closely with a representative wishing to bestow any gift to VCU athletics in conjunction with university policy as well as state law regarding gifts to a university department.

1. The expenditure of all funds used for recruiting purposes will be handled through and monitored by the Athletic Business Office in accordance with standard institutional procedures.
2. No outside sources may be used for recruiting expenditures except trade outs utilized through VCU athletics or gift-in-kind processed and utilized per appropriate institutional procedures.
3. If a donor wishes to grant a Gift-in-kind(product) for a specific sports team, the donor shall provide:
   • A letter stating the intention to donate property and a description of the property.
   • Any restrictions on the use of the property.
   • A completed Ram Athletic Fund pledge card.
4. The athletics development staff will receive and review the proposed gift up to the value of $5000.00
5. If the gift is greater in value than $5000.00, then the athletics development staff along with the Vice President for University Advancement will evaluate to donation to assure conformity with following criteria:
   • Whether the gift enhances the mission of the University.
   • Costs of installation and maintenance.
   • Restriction on the property.

Procedure:
1. A staff member / coach is approached by, or approaches a representative with an idea about gift in kind to VCU Athletics.
2. The staff member / coach collects information necessary for the athletics development office to make contact regarding procedures for making the donation.
3. This information is processed to the Senior Associate Director of Athletics for External Services.
4. A Ram pledge card is forwarded to the representative for completion, designating the gift being made. **The card will contain the specifics of item 3 in the policy above.**
5. The donor processes the gift to the athletics department.
6. The athletics development office submits the necessary documentation to appropriate VCU staff per the outlined policy above based upon the nature of the gift/donation.
7. The University/athletics department then makes the gift/donation available to the sport program or individual as specified in the initial grant documentation.
8. All donations/gift-in-kind are subject to review per NCAA regulations.