



New Fund Agreement/Account Application for Gift Agreement Process

During this time of complex challenges due to the COVID-19 pandemic, the Stony Brook Foundation has agreed to handle the Fund Agreement process in the following way until further notice.

1. **OPTION A** – If the Donor, Account Manager and the appropriate Stony Brook supervisor approvers are readily available, SBF would prefer that original signatures are still obtained on the Fund Agreement and the Account Application for Gift Agreement. Once signed by all parties, the Fund Agreement and Account Application for Gift Agreement can be scanned and emailed to the SBF Foundation at angelique.alicea@stonybrookfoundation.org
2. **OPTION B** – If it is prohibitive to obtain original signatures from the Donor, Account Manager and appropriate Stony Brook supervisor approvers, please adhere to the following process:
 - **Step One** - First send an e-mail to the Donor seeking their electronic approval of the Fund Agreement
 - Include the following language in the body of the e-mail back from the Donor:
 - *My email indicates that I have reviewed the Fund Agreement and I agree to the terms set forth within; it is consistent with both the intended purpose of my donation as well as the mission of Stony Brook University*
 - **Step Two** - Once you have gotten the e-mail approval back from the Donor, forward that e-mail to the Account Director seeking their electronic approval of the both the Fund Agreement and the Account Application for Gift Agreement
 - Include the following language in the body of the e-mail back from the Account Manager:
 - *I have read the policies and procedures of the Stony Brook Foundation that pertain to this account. By this e-mail, I agree to comply with donor restrictions and SBF policy and procedures*
 - **Step Three** – Once you have gotten the e-mail approval back from the Account Manager, forward that same email on to appropriate Stony Brook

supervisor approvers seeking their electronic approval of the Fund Agreement and Account Application for Gift Agreement

- Include the following language in the body of the return e-mail:
 - *My e-mail indicates that I have reviewed the Fund Agreement and Account Application for Gift Agreement; the intended use of this account is consistent with the mission of Stony Brook University*

3. **Step Four** - Once you have secured the e-mail approval by all parties, send the complete e-mail thread and a scanned copy of the Fund Agreement and the Account Application for Gift Agreement to the Foundation at angelique.alicea@stonybrookfoundation.org

KEY NOTE - Upon returning to normal office operations, the Development Officer will be responsible for obtaining all original signatures on the Fund Agreement and the Account Application for Gift Agreement; these originals need to be sent to the Stony Brook Foundation office within 60 days.