

## Public Information Policy

By resolution of The University of Hawai'i Foundation Board of Trustees adopted 06/22/2005, the University of Hawai'i Foundation (the "Foundation") adopts the following Public Information Policy (the "Policy"):

### I. PURPOSE

The Foundation was established in 1955 to encourage private support for the University of Hawai'i. Today, it is the central fundraising organization for the University of Hawai'i System ("University") and raises and manages private support for all 10 UH campuses. The mission of the Foundation is to transform and create a better future for Hawai'i through alumni and community philanthropic support for public higher education, to be a trusted manager of private donations, and to build and sustain the University's relationships with donors, alumni, the community, and institutional and University partners. The Foundation consistently strives for trust, accountability and excellence in its constituent relationships by promoting the values of leadership, teamwork and the highest standard of ethics among its employees and volunteers. These values are reflected in this Policy and practiced by the Foundation.

This policy sets out the practices of the Foundation regarding disclosure of information held by it and describes the extent and nature of those materials which will be made available to the public. As an organization devoted to serving the fundraising needs of a public university engaged in teaching, research and outreach, the Foundation believes that information held by it should be as open to public inspection as possible, while still respecting the privacy rights of donors, prospective donors and employees, and without compromising the Foundation's status as a separate private nonprofit organization and its ability to secure and manage donations for the continued success of the University.

This Policy is effective immediately and supersedes any previous Foundation policies or practices with respect to public disclosure of information.

### II. THE POLICY

This Policy reflects first and foremost the Foundation's commitment to approaching disclosure of information in an open, honest and fair manner.

Information from the Foundation is available through multiple sources, including its web site ([www.uhf.hawaii.edu](http://www.uhf.hawaii.edu)), by contacting the Foundation at 808-956-8849, via e-mail at [webinquiry@uhf.hawaii.edu](mailto:webinquiry@uhf.hawaii.edu), or at the Foundation offices at 2444 Dole Street, Bachman Hall 105, Honolulu, Hawai'i 96822-2330.

### III. INFORMATION AVAILABLE FROM THE UH FOUNDATION

Part III.A of this Policy describes information that the Foundation is legally obligated to disclose pursuant to federal or Hawai'i law. All other information described in Part III.B of this Policy is voluntarily disclosed by the Foundation.

A. Legally Required Information

1. The Foundation's Annual Information Return (IRS Form 990)

As required by federal law, the Foundation makes available copies of its IRS Form 990 for the previous three years. The Form 990 details revenue, expenses and changes in net assets or fund balances. The Form 990 also provides a snapshot of the major activities performed by the Foundation during the previous year, and lists the Foundation's officers, trustees and key employees. The most recent IRS Form 990 is available on the Foundation's web site at [www.uhf.hawaii.edu](http://www.uhf.hawaii.edu) or from the Foundation. In addition, [www.Guidestar.com](http://www.Guidestar.com), a national database of information about nonprofit organizations, posts recent Foundation Form 990s.

2. The Foundation's Tax-Exempt Status Determination Letter

The Foundation also makes available its tax-exempt status determination letter on its web site at [www.uhf.hawaii.edu](http://www.uhf.hawaii.edu) or from the Foundation.

3. The Foundation's Articles of Incorporation and Annual Report

The Foundation is a private, Hawai'i nonprofit corporation. Its Charter of Incorporation and all amendments and restatements thereto are available on the Foundation's web site at [www.uhf.hawaii.edu](http://www.uhf.hawaii.edu) or from the Foundation and the DCCA. In addition, the Foundation files an annual report with the DCCA which is available on the Foundation's web site at [www.uhf.hawaii.edu](http://www.uhf.hawaii.edu) or from the Foundation and the DCCA's web site at [www.hawaii.gov/dcca/](http://www.hawaii.gov/dcca/). Both documents contain basic information regarding the organizational framework of the Foundation.

B. Voluntarily Available Information

The Foundation voluntarily makes available on its web site at [www.uhf.hawaii.edu](http://www.uhf.hawaii.edu) and at the Foundation the following information:

1. Governance and Administrative Information

a. Bylaws

- b. IRS Forms 990 Beyond the Previous Three Years
  - c. Board of Trustees
  - d. Organizational Chart
  - e. Information Regarding Foundation Employment
2. Financial Information:
- a. Audited Financial Statements
  - b. Annual Reports
3. Fundraising and Management Information
- a. Donor Bill of Rights
  - b. National Committee on Planned Giving Model Standards of Practice
  - c. Association of Professional Researchers for Advancement Statement of Ethics
  - d. Council for Advancement and Support of Education Statement of Ethics
  - e. Gift Acceptance Policy
4. Investment Information
- a. Quarterly Endowment Report
  - b. Endowment Report

#### IV. INFORMATION NOT DISCLOSED

The Foundation respects the privacy concerns of individuals. Please refer to the Foundation's Privacy Policy on its web site at [www.uhf.hawaii.edu](http://www.uhf.hawaii.edu).

##### A. Private Donor Information

The Foundation does not disclose private information of donors or prospective donors. For purposes of this policy, "private information" is information of a personal and sensitive nature or that, if disclosed, would violate legal or ethical obligations of the Foundation or its representatives.

B. Gift Amounts

The Foundation does not publicly disclose the specific amount of a gift unless a donor expressly consents to this disclosure. In some instances, a donor will consent to give specific information related to their gift in order to promote philanthropic giving. Periodically, donor rolls are provided which list donors within gift ranges, unless a donor has requested to remain anonymous.

C. Personal Information Regarding Employees

D. Strategic and Competitive Business Information

V. OTHER INFORMATION

To the extent the Foundation receives requests for information not accounted for in this Policy, the Foundation will evaluate such requests within a reasonable time and determine whether the requested information can be disclosed consistent with this Policy.