

Advancement | UCF Foundation, Inc.

External Communication Policy

Policy# 6.04

Effective Date: 07/01/2023

Responsible Department: Executive and Administration

1. PURPOSE

To provide for timeliness, consistency and accuracy in responses made and information provided to members of the media regarding the University of Central Florida Foundation, Inc. (the "Foundation").

2. APPLICABILITY

All employees acting on behalf of the Foundation.

3. POLICY

Media Inquiries: All media inquiries must first be directed to the Assistant Vice President for Advancement Communications and Marketing. Every effort will be made to respond to each inquiry in a reasonable amount of time. If the Assistant Vice President for Advancement Communications and Marketing is unavailable the day that an inquiry is received, the inquiry should be directed to the Senior Vice President for Advancement and Partnerships and CEO of the Foundation or Associate Vice President and Chief of Staff. No other staff member is permitted to speak or otherwise communicate with a member of the media without prior authorization by these three individuals.

News Releases: All Advancement news releases are coordinated through the UCF News and Information. News releases announcing gifts to the Foundation are generally issued for gifts of \$1,000,000 or more. Exceptions are made on the basis of the nature of the gift and in consultation with the Senior Vice President for Advancement and Partnerships and CEO of the Foundation, appropriate Dean and development officer. No news release will be distributed without a fully executed gift agreement and the express permission of the donor or authorized donor representative.

4. CLARIFICATION

Requests for clarification of this policy should be sent to the Assistant Vice President for Advancement Communications and Marketing.

DocuSigned by:

Rodney M. Grabowski

Name: Rodney M. Grabowski

Title: Senior Vice President for Advancement and Partnerships, and Chief Executive Officer

Revision history:

Adoption Date: 12/15/2004

Revised: 12/14/2010

11/21/2017

07/01/2023