

Policy No. 900

Area: Institutional Development

Adopted: June 21, 2001

Certified by _____

Dr. Adolphus Andrews
Executive Vice President
and Chief Financial Officer

Revisions Approved:

SUBJECT: SOLICITATIONS, GIFTS AND PLEDGES

I. Solicitations

All solicitation of funds for the University from businesses, corporations, private foundations, and individuals must be coordinated through the Office of Development. University personnel may solicit from such private sources only with prior written clearance from the Development Office.

II. Gifts and Pledges Acceptance

All notices of gifts and pledges to the University from businesses, corporations, foundations, and individuals must be forwarded directly to the Office of Development.

University personnel may accept a gift or pledge from a business, corporation, foundation, or individual subject to approval from the Development Office.

The President has the authority to refuse gifts.

III. Prospect Research Services from Private Sources

All faculty and staff to obtain information on businesses, foundations, corporations and individuals for possible solicitations and support of a University program or activity may utilize the Office of Development. All such request must be in writing received by the Development Office sixty (60) days prior to the program or activity, and include an outline of the item for support and a budget estimate.

PROCEDURE:

Fund Raising Guidelines 900.1