

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **SOLICITATION, FUND-RAISING, AND GIFTS**

Policy #: **7.14**

University facilities are for the non-profit, tax-exempt use of the University's program of higher education and may not be used for raising money not connected with a University activity or for the conduct of private business. However, in certain limited areas, the University contracts with private businesses to provide services on campus for students, faculty, and staff.

University Development's goals are to see that gifts are deposited, disbursed, and processed in a timely manner, that donors are properly thanked and receipted within an appropriate time frame, that alumni and friends of the University are not inundated with requests for support, and that the campus' fund-raising priorities are addressed and met. The following guidelines are intended to ensure the efficient and effective operation of development programs and to maximize the campus' potential for receiving private support:

All annual fund programs and solicitation, especially direct mail solicitations, are to be carried out for the University's departments and colleges by the Office of Development/Athletics.

Campus units may not conduct major gift solicitations or fund-raising activities without the knowledge and consent of the Vice Chancellor for Institutional Advancement and Development. All direct fund-raising solicitations should be cleared in advance by the Vice Chancellor for Institutional Advancement and Development and by the appropriate dean or director. The Vice Chancellor for Institutional Advancement and Development must also approve access to alumni addresses for fund-raising purposes. Procedures for processing gifts received by colleges, departments, or other campus units can be found on the following campus web pages; Office of Development and Athletics.

Resource(s): Board Policy 225.1

Approved by:

Approval date:

Custodian: