



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 9/90	Revision Date:	Page: 1 of 1
			Classification Code: 01-08
	Section: ADMINISTRATION		
Subject: SOLICITATION OF GIFTS			

Note: This policy shall apply to any solicitation effort of individuals, corporations, groups and foundations which may or may not be related to the University or any of its campuses, divisions, departments or other subdivisions.

GENERAL STATEMENT OF POLICY

To avoid duplication and proliferation, all staff members involved in fund raising shall be under the direction and management of the Vice President for Advancement.

Proposals for campaigns, special gift solicitations, gift level clubs, and solicitations of corporations, business foundations and associations, and annual giving programs must be approved by the Vice President for Advancement.

Individual gift solicitations of a routine nature need not have University endorsement but should be cleared, in advance, with the Vice President for Advancement.

Note: See 02-14, GIFTS - PROCESSING, for requirements to process gifts.