

# Policy on Fund Raising Activities

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Updated March 2018

**To protect institutional and donor interests, the following fund raising policies will apply to all employees and students of Mount St. Joseph University.**

**For the purposes of this policy, fund raising is defined as any effort by an individual or group employed by or enrolled at Mount St. Joseph University that is intended to secure gifts or grants for any purpose directly or indirectly related to the University from any external source including government agencies, corporations, foundations, individuals, and organizations.**

1. All fundraising programs conducted by or associated with Mount St. Joseph University must be approved in advance through the Division of Institutional Advancement. This includes all personal, telephone, event, electronic and mail solicitations.
2. All applications for support to government agencies, foundations, corporations, and individuals, which directly or indirectly involve Mount St. Joseph University, must be submitted first to the department chair and then to the appropriate administrative officer for approval, along with a one or two page summary of the proposed project. Upon approval, the application/summary is then to be submitted to the Division of Institutional Advancement to ensure coordination of all grant requests.
3. All information on alumni, non-alumni individuals, corporations, foundations, and other University gift sources is to be maintained by Institutional Advancement. No individual or department may establish or maintain a database for purposes of individual, departmental or institutional fund raising apart from the official database maintained by personnel in the Division of Institutional Advancement.
4. All in-kind contributions (gifts of equipment, supplies, services, etc.) must be approved by the Division of Institutional Advancement before acceptance. Donated equipment must be in working order and have a remaining useful life of at least two years.
5. No employee, student or alumnus of Mount St. Joseph University may use the University's mailing list to promote products, services or personal opinions unless such use is approved by President's Cabinet and the Division of Institutional Advancement.
6. No off-campus agency, organization or individual may use the University's mailing list to promote products, services or personal opinions unless such use is approved by President's Cabinet and the Division of Institutional Advancement.

The Division of Institutional Advancement is prepared to provide a full range of fundraising services to the campus community. These include the identification of potential gift sources, assistance with grant preparation and submission, suggestions about fundraising strategies and tactics, mailing list production, and donor recognition and management.

To receive approval for and assistance with a fundraising project or to use the institutional mailing lists, contact with Institutional Advancement must be made a minimum of 2 months prior to the grant application deadline or proposed date for the fundraising program. In all cases, University fund raising priorities are approved by the Office of the President in consultation with the President's Cabinet.