

## V. UNIVERSITY POLICIES

### FUNDRAISING

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, fundraising 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 pre-approved by the Division of Institutional Advancement. This includes all personal, telephone, event, and mail solicitations. Exempted from this policy are campus-based fundraising efforts that do not involve off-campus activities and/or audiences, with the exception of student-led fundraisers, which must be approved by the Office of Student Engagement and Leadership prior to approval from the Division of Institutional Advancement.
  2. All applications for support to government agencies, foundations, corporations, and individuals, that directly or indirectly involve Mount St. Joseph University, must first be submitted, to the department chair and then to the appropriate line officer for approval, along with a one- or two-page summary of the proposed project.
1. Upon approval, the application/summary is then to be submitted to the Division of Institutional Advancement to ensure coordination of all grant requests.
  2. All information on alumni, non-alumni individuals, corporations, foundations, and other University gift sources is to be maintained by the Division of Institutional Advancement. No individual may establish or maintain a database for purposes of individual, departmental, or institutional fundraising apart from the official database maintained by personnel in the Division of Institutional Advancement.
  3. 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.
  4. No employee, student, or alumna/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 the Division of Institutional Advancement and President's Cabinet.
  5. 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 the Division of Institutional Advancement and President's Cabinet.
  6. Requests for fundraising activities will only be considered if the "agency" is qualified as a non-profit charity. (The "agency's" mission will be pre-reviewed by the VPIA for appropriateness.)
  7. 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, the production of mailing-lists, and donor recognition and management.

To receive approvals for and assistance with a fundraising project or to use the institutional mailing lists, contact must be made at least two months prior to the grant application deadline or proposed date for

the fundraising program. In all cases, University fundraising priorities are approved by the Office of the President, in consultation with the President's Cabinet.