

AREA OF RESPONSIBILITY: OFFICE OF INSTITUTIONAL ADVANCEMENT
RESPONSIBLE CONTACT: VICE PRESIDENT, INSTITUTIONAL ADVANCEMENT
POLICY IDENTIFICATION: SOLICITATION OF INSTITUTION-MAINTAINED FUNDS
EFFECTIVE DATE: 1/01/09
REVISED: 01/01/10
LAST REVIEWED: 05/2022

The solicitation of institution-maintained funds which are to be used or administered by groups of alumni or other groups or individuals without official university recognition is discouraged. Gifts or funds either for current use or endowment solicited by development officers, faculty or staff should be solicited in the name of the institution only when approved in advance and for receipt and expenditure by the institution for educational purposes only. Special funds to be held by department chairpersons, etc., outside the normal accounting and acknowledgement procedure are not permitted.