

## **College Guidelines and Policies on Fundraising**

(Established September 2011 based on University guidelines and procedures)

**All Departments, Faculty, Staff, and Consortia:** The College of Arts and Sciences supports external fundraising for faculty projects, programs within departments, and larger College initiatives which respond to the priorities of the College and the University. In order to do so effectively, efforts will be coordinated through the Office of the Dean.

Departments, Faculty, Staff, and Consortia wishing to solicit funds from outside funding sources including private foundations, corporations, and individuals, must follow College fundraising procedures:

- 1) First contact the Director of External Relations in the College with any project ideas or potential donors—individuals, corporations, and/or foundations.**
- 2) Based on the information received, the Director of External Relations will consult with the Dean and advise and/or develop an initial plan for moving the project forward in collaboration with the requesting party.
- 3) After the Dean has approved the initial plan, the Director of External Relations will advise the requesting group on next steps. Next steps may include one or more of the following: Consultation with the Chair; further discussion in the Department; consultation with the Dean; consultation with the Office of Development; consultation with the Sponsored Projects Office; consultation with the College Leadership Board.
- 4) The Director of External Relations will then follow-up with an appropriate and approved plan of action to include identification, cultivation, solicitation, and stewardship.

- 5) The requesting party will be expected to keep the Director of External Relations informed of progress on the project, including information on gifts, events, or formal communications, so that the College can be aware of these and provide appropriate support and notify other University departments as necessary.

Departments, Faculty, Staff, and Consortia wishing to solicit funds from government agencies may contact the Sponsored Projects Office directly.

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