OFFICE OF ADVANCEMENT FUNDRAISING GUIDELINES

In March 1989 the Board of Trustees (formerly known as the Board of Fellows), adopted a policy that affirmed that institutional fundraising is a centrally coordinated function. To ensure that the Office of Advancement (formerly known as the Office of Development) operates in a manner that is consistent with this policy, a set of operational principles has been developed. These principles are based on several fundraising "ground rules:"

1. The Office of Advancement is an institutional support service whose primary objective is to design, organize, and implement an institutional relations program to secure maximum gift support for Claremont Graduate University.

2. The Office of Advancement focuses its efforts on the procurement of funds. Decisions relative to the expenditure of those funds will be made by the Provost and Vice President for Academic Affairs, and the Vice President for Finance in conjunction with the school deans or, when applicable, the department or program chair and in accordance with the University's budget.

3. In support of this objective, the Advancement Office will assign a development officer to each academic school. That individual will work with the school dean to design and implement a fundraising effort for the school to support and enhance its academic goals and objectives.

4. A gift account will be established for each school. Unless otherwise designated, all gifts from alumni will be applied to his/her school account.

5. The expenditure of all gift income will be accounted for in the central budgeting process—either through institutional operating or capital budgets.

(Last Revision: December 15, 1997)