DEVELOPMENT FUNDS POLICY

1. The Office of Advancement, under the direction of the Vice President, is responsible for raising funds for institution-wide use and is responsible for supporting the development activities of the schools.

2. The schools, with the leadership of the schools’ deans, are responsible for assisting Advancement in raising funds from donors with interests in the activities of the individual schools.

3. All gifts, except those restricted by the donor, are available for expenditure for any purpose within the University, at the direction of the Provost, the President, and the Board of Trustees through regular budgetary processes.

4. Special Policies:

   A. Prospects being solicited by a school shall be cleared with the Office of Advancement, usually through the assigned development officer, in order to avoid conflict or duplication in solicitation by the schools.

   B. All solicitations will be done in accordance with strategies and materials approved by the Office of Advancement.

   C. No proposal made to a donor shall deviate from the Development Funds Policy unless approved by the Vice President for Advancement.

   D. The Office of Advancement, in consultation with the Center/School Deans, is responsible for proposing as part of the budgetary process, the total fundraising objectives for the Centers/Schools and the institution.

   E. All gifts are deposited only by the Office of Advancement, and all gifts are confirmed and receipted in writing to the donor by the Office of Advancement, in addition to any school acknowledgment.

5. The Provost is responsible for the implementation of this policy.

(Last revision: December 15, 1997)