

THE
LeMoyne-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Coordination of Fund-Raising Programs	Effective Date:	Policy Number:
	July 1, 2011	06-1-004
	Supersedes:	Page 1 Of 2
	Policy: Date:	
Responsible Authority: Executive Director, Office of Institutional Advancement		

I. Purpose of the policy/Policy statement

The purpose of the guidelines listed above is to assure the faculty, staff, students, student organizations, advisors, approved volunteers/solicitors and trustees of the college adhere to the policies set forth regarding coordination of fund-raising programs when seeking charitable and philanthropic donations/gifts. This includes the solicitation of ads for advertised books, sponsorships, gifts of equipment, or direct contributions of money, plus anything else that qualifies as a “gift/donation.”

II. Detailed Policy Statement

The College welcomes coordination relative to fundraising opportunities. However, to avoid conflicts in solicitation and program activities, the College’s policy is that no person or organization on campus is authorized to solicit any entity for an outright donation or gift-in-kind in the name of the Lemoyne-Owen College without clearance in advance, and in writing, from the Vice President for the Office of Institutional Advancement. It shall be the responsibility of the Office of Institutional Advancement to serve as the coordinating agency for all solicitations of funds from individuals, foundations, businesses, corporations and other organizations.

III. Applicability/Scope

The policy applies to all Faculty, staff, students, student organizations, advisors, approved volunteers/solicitors and trustees of the college

IV. Definitions

Definitions of terms (as needed).

V. Implementation procedures

Authorizing Official: Roger R. Brown *Roger R. Brown* Authorization Date: October 4, 2011
Title: Executive Director, Office of Institutional Advancement