

THE
LeMoyne-Owen
COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Campus Fund-Raising Campaigns	Effective Date:	Policy Number:
	July 1, 2011	06-1-002
	Supersedes:	Page 1 Of 2
	Policy: Date:	
Responsible Authority:		

I. Purpose of the policy/Policy statement

The purpose of this policy is to assure that the Office of Institutional Advancement maintains complete and accurate records of every donation/gift to LeMoyne-Owen College.

II. Detailed Policy Statement

The Office of Institutional Advancement serves as the coordinating agency for all solicitations of funds from individuals, foundations, businesses, corporations and other organizations. Any type of fundraising or solicitation of contributions made on behalf of LeMoyne-Owen College shall first be reviewed and approved by the President through the Executive Director of Institutional Advancement.

Leadership for all fund-raising campaigns come from the College's Board of Trustees and the Institutional Advancement and Fund-Raising Committee; however, Gift solicitation conducted by anyone for the benefit of the College requires prior approval of the President through the Executive Director of Institutional Advancement.

III. Applicability/Scope

This applies to all fund-raising for the College

IV. Definitions

Definitions of terms (as needed).

V. Implementation procedures

Reference to detailed procedures that are recommended in order to carry out the intent of the policy.

Responsibility	Action	Timeline
Faculty, Staff, Student Organizations, Student Organizations Advisors	Completion of solicitation/fundraising request with appropriate documentation	On-going
Executive Director	Signs Approval	Within 1 work week of receipt of request
President	Signs Approval	Within 1 work week of receipt of request

VI. Related policies/References for more information

Office of Institutional Advancement Operational Handbook

Authorizing Official: <u>Roger R. Brown</u> <i>Roger R. Brown</i> Authorization Date: <u>October 6, 2011</u> Title: <u>Executive Director, Office of Institutional Advancement</u>
