

Number: ADV 1.06 (formerly DEVL 1.06)  
Section: University Advancement  
Subject: Fund Raising by University Development Office

Date: February 1, 1995  
Date Revised: December 12, 2006

Policy for: All Campuses  
Procedure for: All Campuses

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Issued by: Division of University Advancement

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## I. Policy

A. The University Development Office is responsible for planning, organizing and conducting programs to obtain private support for academic endeavors of the University System.

B. Constituent colleges, departments, campuses, foundations, individual faculty and staff members and other entities within the University System must coordinate all fund raising activities with the University Development Office.

C. University Development staff members should make prospective donors aware that private support gifts may be made to the University or to its affiliated foundations.

D. All gifts of private support not channeled through one of the University affiliated foundations but received by constituent colleges, departments, campuses, individual faculty and staff members and other entities within the University System must be reported to the Development Office.

E. All gifts of private support from University System faculty and staff to the University System constitute the annual Family Fund.

## II. Procedure

A. Donors wishing to give to the University should contact the University Development Office.

B. Academic units interested in fund raising efforts should contact the Development Office on their respective campus. Requests may concern

deferred giving, corporate giving, major gifts from individuals, foundation giving, annual giving and special projects.

C. To insure prospective donors understand private support gifts may be made to the University or to its affiliated foundations, all fund-raising professionals of the University System's Development staff should sign and abide by the "Policy of Informed Choice for Donors." Solicitation materials including pledge cards, letters of intent and remittance envelopes as well as telemarketing appeals should present such donor options. Acknowledgement letters to donors should state whether the University or an affiliated foundation was the gift recipient.

D. All Family Fund solicitation materials will be generated from and returned to the University Development Office.

### III. Reason for Latest Revision

To confirm the policy of informed choice for prospective donors.