

Shawnee State University

AREA: UNIVERSITY-WIDE POLICY	POLICY NO. 5.31
	ADMIN. CODE 3362-5-31
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SUBJECT: SHAWNEE STATE DEVELOPMENT FOUNDATION AND THE SHAWNEE STATE UNIVERSITY DEVELOPMENT OFFICE	EFFECTIVE DATE: 12-10-04
	RECOMMENDED BY: SSUDF
	APPROVED BY: BOT

1.0 Mission:

The University Development Foundation and the University Development Office have the mission of making friends and raising and other forms of financial support for Shawnee State University. These funds will be used in a number of ways to supplement the University budget, and such funds, as well as equipment, property, and other tangibles, will be used solely for the benefit of Shawnee State and its programs.

- 1.1 The Development Office is responsible for developing an awareness in potential donors of the financial needs of Shawnee State University.
- 1.2 On behalf of the University, the Foundation receives support in the form of cash and other intangible and tangible property from individuals, businesses, corporations, foundations, and other organizations.

2.0 Goals:

The University Development Office is committed to:

- Developing a strong circle of philanthropic friends of the University.
- Raising and managing funds for both the general advance of the University, and in support of specific identified needs of departments and offices,
- Meeting professional and quality standards in all University development activities,
- Maximizing creative and effective efforts to achieve donor financial support, and
- Managing an orderly process for identifying, cultivating, soliciting, and acknowledging prospective donors.

3.0 Coordination:

It is the policy of the University to avoid duplication of efforts that adversely affect the University's fund-raising ability and to assist University solicitors in raising funds. Therefore, all fund-raising activities are to be coordinated and approved by the Development Office, which will consult as needed with the President and/or the Development Foundation Board. Normally, the Development Office will carry out solicitations and fund drives on a University-wide basis, trying to access funds that benefit the entire campus community.

Individuals, departments or groups of the University desiring to undertake fund-raising activities, must submit a request to the Development Foundation with an appropriate

plan—including all materials and a time frame—for review. No fund-raising activities may commence without prior approval of the Development Foundation.

4.0 Gifts-In-Kind

No gift-in-kind other than library print and non-print materials will be accepted by the University or anyone acting on the University's behalf without approval from the Foundation. Anyone accepting a gift-in-kind without prior authorization will be liable for any expenses incurred in disposing of the item, material, equipment, or property if disposal of the item, material, equipment, or property if disposal become necessary. Library print and non-print materials may be accepted or rejected at the discretion of the Director of Library and Media Services.