

Shawnee State University

POLICY TITLE:	SOLICITATION OF GIFTS AND PRIVATE FUNDS
POLICY NO. :	5.31REV
ADMIN CODE:	3362-5-31
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EFFECTIVE DATE:	10/20/22
NEXT REVIEW DATE:	10/2025
RESPONSIBLE OFFICER:	VPAEM
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The purpose of this policy is to provide direction for the solicitation of gifts and private funds in the name of Shawnee State University.

2.0 APPROVAL AND COORDINATION

All fundraising and solicitation for gifts and private funds to the university, or any fundraising and solicitation of any kind utilizing university resources, shall be approved and coordinated by the university development office.

3.0 USE OF UNIVERSITY RESOURCES

In no case shall any university resources be used for fundraising or solicitation of any kind, nor shall fundraising or solicitation in the name of or for the benefit of Shawnee State University, the Shawnee State University Development Foundation, or Shawnee State University faculty, staff, students, student organizations, groups, or student athletic teams be undertaken without approval from the development office in accordance with established procedures.

4.0 PROCEDURES

The development office shall develop and from time-to-time review and update procedures to provide for reasonable and efficient fundraising guidelines and processes for faculty, staff, students and student groups.

History

Effective: 12/10/2004

Revised: 05/08/2015

Reviewed: 10/20/2022 with minor changes

Applicable Procedure: [5.31:1 Fundraising Guidelines & Processes](#)