

## VIRGINIA STATE UNIVERSITY

<b>Section:</b>	Development
<b>Procedure Number:</b>	701
<b>Procedure Name:</b>	Solicitation and Acceptance of Gifts
<b>Applicability:</b>	All Employees of the University
<b>Effective Date:</b>	March 27, 1998
<b>Review Date:</b>	March 25, 1998-Supersedes Executive Memorandum, issued on May 28, 1996, and entitled "Solicitation and Acceptance of Gifts"
<b>Revision Date:</b>	September 1, 1999

### I. Purpose

The intent of this procedure is to define terms and establish procedures governing the solicitation and acceptance of gifts.

### II. Procedure

The University shall accept all funds provided to the University so long as the terms and conditions are in compliance with the mission and priorities of the University.

The University's Development Office is the clearinghouse for all fund-raising activities throughout the University. It is also the clearinghouse for all fund-raising conducted in the name of the University by any support organization. The University has developed special relationships with many alumni and friends, corporations, and foundations, and other private charitable organizations; therefore, the Development Office must coordinate fund-raising efforts in order to avoid duplicative solicitations. The Development Office is responsible for providing the President with information on all fund-raising programs of the University, including proposals and letters of appeal by departments, student groups and approved support organizations.

The Development Office is responsible for maintaining and increasing strong private financial support for the University. Additionally, this office communicates the priority needs for solicited funds. The Office serves to advise and assist schools, departments,

student groups and support organization with their specialized needs. Its purpose is to improve the University's success in securing greater private support for priority needs.

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The Development Office reports, on a quarterly basis, all gifts from private sources made to the University through the President, to the Board of Visitors Development Committee. These gifts may be received either directly or through one of the approved support organizations. The Development Office is responsible for recording and tracking all gifts and for the preparation of all solicitation materials, donor correspondence and reports on giving.

III. Procedure Implementation

In order to prevent duplication of effort and to ensure fund raising success, it is incumbent that the University community and supporting entities adhere to the above procedure.

To this end, a copy of the Board of Visitors-Policy and Procedure Governing The Solicitation and Acceptance of Gifts is distributed to all such entities. Receipt for the same, via the enclosed Memorandum of Understanding, confirming the receipt and acceptance of the policy's document should be returned to the University's Development Office by the specified date.

APPROVED BY: \_\_\_\_\_  
President

DATE: \_\_\_\_\_