

Dixie State University Policy

261 General Fund Raising – Institutional Advancement



I. Purpose

- 1.1 To establish the role of the Office of Institutional Advancement and the general fund-raising policy for Dixie State University.

II. General

- 2.1 Private, state or federal funds or property shall not be solicited in the name or for the benefit of Dixie State University without the prior written approval of the president of the college. Programs, divisions, departments or offices in need of funds from outside sources must have their requests approved by the University Council.
- 2.2 All fund-raising activities of the college and its various administrative units fall under the coordinating responsibility of the Executive Director of Institutional Advancement and the Institutional Advancement Office, which is the duly designated fund-raising agency for the college. The purpose of the Institutional Advancement Office is to annually develop resources to meet the approved financial needs of Dixie State University that are not fulfilled by traditional sources of revenue.
- 2.3 Any faculty member, staff member, or student who wishes to conduct any type of fund-raising program in the name of the college or any of its divisions, departments, agencies, office projects, or programs, student groups, alumni, friends, companies, corporations, foundations, or associations; or who seeks to establish fund-raising volunteer groups such as "Friends," "Associates," or "Advisors"; or who plans to implement annual giving programs; or who wants to employ fund-raising consultants, should follow the procedures established for these purposes set forth in this document. Further, any such effort must have approval of the Executive Director of Institutional Advancement.
- 2.4 All gifts of funds and property made to Dixie State University shall be deposited through the Office of Institutional Advancement for proper receipting, acknowledgment, and for proper, timely deposits, in compliance with audit standards.

Policy Owner: Development, VP

History:

Approved 9/26/96