

COORDINATED UNIVERSITY FUND RAISING POLICY

The University engages in a wide-ranging program of fund raising from private sources. The Division of University Advancement is designated by the President to have responsibility for planning, directing and coordinating the University's gift-seeking activities. This includes the cultivation, solicitation, acceptance, deposit, acknowledgment, stewardship, management, accounting, and auditing of all private gifts to the University with the exception of grants and contracts. Management of grants and contracts is coordinated by the Office of Contracts and Grants. The FSU Foundation, Inc. is designated as the organization responsible for the receipt and administration of private support gifts and provides to the University an annual financial report of its activities.

The Division of University Advancement is responsible for developing an annual fund-raising plan which shall identify constituent areas of private support. The Vice President for University Advancement ensures that reasonable fund-raising goals are established within the various constituent areas which include the Foundation, the Alumni Association, the Parents' Association, and the Bobcat Club. University groups not identified previously who wish to engage in a fund-raising activity must submit to the Vice President for University Advancement and their respective division vice president a written proposal outlining the specifics of the fund-raising activity including: Budget (projected income and expenses); Timeframe (duration of activity); Target Audience (who will be contacted); Contact Method and/or Product to be Sold. Fund-raising proposals which are initiated outside of the Division of University Advancement must be approved by the appropriate division vice president prior to receipt by the Vice President for University Advancement.

It is recognized that student organizations occasionally engage in fund-raising activities to augment organizational funds. To ensure compatibility with University fund-raising goals and to assist student organizations in realizing maximum fund-raising potential, the policy of the University is to encourage student organizations to contact the Division of University Advancement for assistance with their fund-raising efforts.