

# Shawnee State University

POLICY TITLE:	SOLICITATION OF GIFTS AND PRIVATE FUNDS
POLICY NO. :	5.31 REV
ADMIN CODE:	3362-5-31
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EFFECTIVE DATE:	05/08/2015
NEXT REVIEW DATE:	05/2018
RESPONSIBLE OFFICER(S):	PRESIDENT/DEVELOPMENT DIRECTOR
APPROVED BY:	BOT

- 1.0 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 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 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 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