


<b>Effective Date</b>		<b>Date of Revision</b>		<h1>Policies, Rules And Regulations</h1>
9-22-76				
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		PRIVATE FUND RAISING		

The Board of Regents recognizes the need for and encourages private support of Eastern Michigan University. It authorizes an Office of Development for the purpose of developing programs to secure private funds for meeting University objectives. These objectives may be funded in part or totally by private contributions. The Office of Development also will be responsible for coordinating all private fund-raising programs on behalf of Eastern Michigan University.

All private gifts to Eastern Michigan University are received through the Office of Development and are accepted subject to approval by the Board of Regents.

The solicitation of private funds or property for the benefit of the University or any agency thereof shall be undertaken only pursuant to established administrative procedures.

**Administrative Procedures**

The procedures which follow are for the solicitation of private funds other than those falling under the responsibility of the Office of Research Development.

Any person or organization undertaking any type of fund-raising program or solicitation of contributions in the name of the University must follow the procedures for this purpose.

The Office of Development encourages members of the faculty and staff to identify private sources of support and to assist in soliciting private funds. To achieve effective coordination of appeals and to provide assistance to those seeking private funds in the name of and for the benefit of Eastern Michigan University, or any agency thereof, it is requested that the following procedures be taken:

**Procedures for University Personnel**

Prior to the preparation of proposals, individuals seeking private funds should discuss their plans with appropriate administrative heads.

Those persons wishing to solicit funds are encouraged to discuss tentative proposals with the director of development.

The proposal and the "Faculty-Staff Application for Private Fund-Raising" must be submitted to the director of development for approval prior to any solicitation. (Forms are available in the Office of Development).

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### **Procedures for Recognized Student Organizations**

Discuss with the dean of students all fund-raising activities and projects.

For off-campus solicitations, fill in "Student Application for Private Fund-Raising." (Forms available in the Office of Development). Also secure approval of the dean of students and the vice-president for student affairs.

Secure approval of the director of development.

### **Authority for Creation or Revision**

Minutes of the Board of Regents, September 22, 1.976; para. .1692M.