

3341-9-4 Fundraising.

Applicability	All University units
Responsible Office	University Advancement
Responsible Administrator	Vice President for Advancement

(A) Policy Statement and Purpose

To define “fund raising”; to provide guidance to university units engaging in fund raising; and to require approval of fund raising activities by the Vice President for University Advancement.

(B) Policy Scope

This Policy shall apply to all university units, staff, benefactors or other entity affiliated with the university. This Policy does not apply to student organizations or to the Office of Research as set forth in this Policy.

The following principles shall govern fund-raising efforts on behalf of Bowling Green State University:

- (1) Achieving university-wide priorities;
- (2) Avoiding multiple contacts with fund-raising prospects by different university units;
- (3) Utilizing the resources of University Advancement to ensure successful fund-raising;
- (4) Promoting accountability for charitable gifts received by the university;

(C) Policy Definitions

For purposes of this Policy “fundraising” means any activity by university units, staff, benefactors or other entity affiliated with the university that is intended to obtain financial or other beneficial private support from individuals, businesses, private foundations, churches, or other organizations to support a university activity or function. “Fundraising” under this Policy does not include:

- (1) fund raising or charitable activities conducted by university student organizations that is intended to defray expenses incurred by those organizations or that raises funds for external philanthropies;
- (2) internal events associated with the BGSU Family Campaign; or
- (3) public grant seeking activities conducted by the Office of Research and Sponsored Programs.

(D) Policy

Bowling Green State University, together with the Bowling Green State University Foundation, solicits and receives gifts and raise funds to support BGSU’s academic, research, and service missions. Funds or gifts received for the benefit of Bowling Green State University shall be held pursuant to the donor’s directives, if any.

University Advancement is responsible for fund raising for Bowling Green State University including its individual colleges, departments and nonacademic units such as Athletics and Student Affairs.

The Vice President for University Advancement (VPUA) must give advance approval for all fund-raising programs and projects that benefit any unit or function of Bowling Green State University. No communication or marketing materials may be developed or distributed in advance of obtaining VPUA approval. Failure to obtain approval may result in cancellation of the event or activity.

The university administrator responsible for the unit and the university activity the funds are being raised to support (e.g, the Dean, a Department Chair, Vice-President, Athletic Director, etc.) must approve the fundraising activity before the request is submitted to the Vice President for University Advancement for approval.

All persons involved in fundraising for the university must comply with the procedures established by University Advancement and by the Internal Revenue Service. [Contacts: the BGSU Advancement Office at 419.372-2424

The Office of University Advancement must receive and process all proceeds, funds, gifts, grants raised or received from private and corporate sources (other than those received by the student organizations or the Office of Research and Sponsored Programs). University Advancement shall authorize all accounts in which funds derived from fundraising are held. No funds may be held in accounts not authorized by University Advancement.

Registered Date: March 4, 2015