



## Florida Agricultural & Mechanical University Board of Trustees Policy

<b>Board of Trustees Policy Number:</b> 2006-01		<b>Date of Adoption/Revision:</b> June 29, 2006
<b>Subject</b>	Policy on Fundraising Campaigns	
<b>Authority</b>	Section 1001.74, Florida Statutes	
<b>Applicability</b>	All forms of fundraising or solicitation campaigns for the benefit of the University whether conducted by the University, a direct support organization of the University, University groups or organizations, or individuals or organizations outside the University.	

1. *Purpose.* The Board of Trustees (Board) of Florida A & M University (FAMU) wishes to acknowledge the service of nonprofit organizations certified as direct support organizations of the University, other university support groups and individuals, and to encourage their support on behalf of the University. These organizations provide valuable assistance in fundraising, public outreach and other support for the University's mission. The Board and University have a vital interest in, and recognize the value of, organizations that are established and operate to solicit funds in the name of the University, to manage and invest gifts and property for the University's benefit, and/or to promote or sponsor programs in support of the University's activities.

At the same time, as a public trust and the beneficiary of the funds raised, the University is obligated to require that the funds raised by such entities or individuals be adequately controlled and properly expended in the same manner as if the funds were raised by the University itself. Thus, the University desires to ensure that any proposed fundraising campaigns or mass solicitations of prospective donors are appropriate to the University's mission and are not in conflict with other activities and campaigns of the University.

Before conducting a fundraising campaign or mass solicitation of prospective donors, a fundraising proposal shall be submitted to the University President for approval as provided herein. The University reserves the right to specify accounting procedures, audit financial records, and approve literature for such fundraising or mass solicitation.

This Policy applies to all forms of fundraising campaigns for the benefit of the University whether conducted by the University, the University's Foundation, Alumni Association, University employees or organizations, or individuals or organizations outside the University. This Policy does not apply to instances when family or friends of a deceased person announce that contributions may be sent to the University in lieu of other remembrances.

2. *Submittal of Proposal to Board of Trustees.*

(a) The President shall submit to the Board of Trustees for review a fundraising campaign or mass solicitation with a goal of \$10,000,000 or more.

3. *President's Authority.*

The President is authorized to approve all other fundraising campaigns or mass solicitations, including the initial phases of campaigns or solicitations with a goal of less than \$10,000,000; however, the fundraising campaign or mass solicitation for support of capital improvement projects shall be approved only if the project has been approved for inclusion in the University's Capital Improvement Program.

4. *Fundraising Activities.* Fundraising activities shall be subject to the following:

- a. A group must be officially recognized or certified as a direct support organization of the University to engage in any fundraising activity on behalf of themselves or for the benefit of the University or any of its departments or administrative units.
- b. All fundraising and mass solicitation activities shall conform to established University programs and policies, and must be approved in advance by the President.
- c. Fundraising or mass solicitation activities shall not obligate the University to expend funds in excess of budgeted items.
- d. Campaigns or solicitations for capital improvement projects shall be approved only if the project has been approved for inclusion in the University's Capital Improvement Program.
- e. A capital improvement project shall be subject to completion of any procedures and approvals required of all University capital improvement projects.
- f. Records shall be maintained in accordance with established procedures and reports shall be submitted to the President annually for all campaigns in progress.
- g. Gifts received as a result of fundraising campaigns or mass solicitations shall be accepted in accordance with the delegation of authority to solicit and accept gifts.

5. *Fundraising campaigns or mass solicitations* mean organized efforts, communicated electronically or sent as printed material to solicit gifts, donations, sales, grants or memberships for any University purpose from multiple private sources as individuals, firms, corporations, groups, and/or foundations, and carried out on behalf of various University activities or programs by a direct support organization of the University.