



POLICIES AND PROCEDURES

Originator: Development Office
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Subject: Fundraising by University Personnel and Organizations
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A. BACKGROUND

The increasing need for funds to support the many activities and programs of Missouri Baptist University has led to heightened fund raising activity by faculty, administration, staff, and students.

These activities are encouraged provided they are conducted in a coordinated and professional manner and are in keeping with the standards of Missouri Baptist University.

The position of Vice President for Institutional Advancement was created in November of 1993 for the purpose of coordinating all fund raising programs of the University and for establishing supportive relationships with all off-campus constituencies.

B. POLICY

Missouri Baptist University employees and students may solicit funds to promote the mission and purposes of the University provided that such activity or project is approved by the appropriate area head and the Vice President for Institutional Advancement.

C. GUIDELINES

1. The mission and statement of purposes of the University are stated in the Missouri Baptist University Catalog.
2. Preliminary approval:
 - a. All student or student organization initiated fund raising proposals must be approved/disapproved by the appropriate faculty/staff sponsor.
 - b. All faculty or faculty initiated fund raising proposals must be reviewed and approved/disapproved by the appropriate division chairperson and then by the Provost & Vice President for Academic Affairs.
 - c. All administrator or administrator initiated fund raising proposals must be reviewed and approved/disapproved by the appropriate person to whom the administrator reports.

- d. All staff initiated fund raising proposals must be reviewed and approved/disapproved by the appropriate person to whom the staff person reports.
3. If a fund raising proposal receives preliminary approval, the person giving that approval must:
 - a. prioritize the proposal relative to other funding needs in that department or sphere of the University;
 - b. itemize any costs required by the proposal (create a budget);
 - c. identify account(s) to be charged; and
 - d. document approval to charge the account(s).
4. Final approval

The Vice President for Institutional Advancement will review and approve/disapprove all fund raising proposals to insure that they are complementary to and coordinated with other fund raising efforts. This will include a review and approval of individuals, businesses, foundations, or other groups targeted for solicitation.

D. OF PARTICULAR IMPORTANCE

1. Soliciting Missouri Baptist University major donors must be handled in a strictly coordinated manner. The Vice President for Institutional Advancement is to be made aware of any plans to contact any MBU major donor lest we confuse the donor, embarrass the University, or worst of all, lose a major donor.
2. All planners of MBU fundraising events or activities should, in the earliest stages of planning, inquire of the President's Office as to the President's wishes and calendar related to the President's participation.
3. Fund raising, which involves any form of gambling, including the selling of chances for a prize, is prohibited at Missouri Baptist University.