

WABASH COLLEGE

Fundraising Policy for On-Campus Groups

Introduction

In an attempt to assure the success of fundraising on behalf of Wabash College and to avoid duplication of efforts that could adversely affect a major gift solicitation, all fundraising activities directed toward private individuals and/or business, as explained below, must be coordinated and approved by the Dean for College Advancement.

Policy

The Advancement office will conduct annual gift solicitations on a campus-wide basis, to benefit the entire campus community. Other formal individual efforts shall be coordinated with these activities in mind.

Fundraising activities approved by the Dean for College Advancement and conducted by other offices, will be limited to solicitations or events likely to generate \$500 or less from a large number of individuals. The Dean for College Advancement must approve all mail solicitations to alumni. No groups or individuals shall solicit local or nationwide businesses or individuals without permission from the Dean for College Advancement.

This policy does not preclude any individual or department from accepting unsolicited gifts-in-kind on behalf of Wabash College, provided that acceptance of such gift(s) will not disrupt the campus in any way or result in a financial and/or special hardship by Wabash College. Such gift(s) shall be accepted in consultation with the Dean for College Advancement and the individual or department's respective Dean. All gifts-in-kind and monetary gifts to support departmental needs should be directed to the Dean for College Advancement for gift processing and acknowledgement purposes.

Procedure

Individuals and/or departments who wish to raise funds must complete a Fundraising Approval Form (follows), which accompanies this document.

The supervisor and Dean of the area seeking approval must sign the form prior to submission to the Dean for College Advancement.

Any fundraising proceeds must be directed to the Office of the Dean for College Advancement so that accounting, recording, and acknowledgement can be completed. Any questions about fundraising or the acceptance of unsolicited gifts should be directed to the Dean for College Advancement.

WABASH COLLEGE

On-Campus Fundraising Request Form

To be submitted to the Dean for College Advancement

Name(s): _____

Department: _____ Date: ____/____/____

Describe fundraising activity: _____

Date(s) of solicitation: (____/____/____) to (____/____/____)

For what purpose are funds being raised? _____

Approximate amount that you expect to raise: \$ _____

Will local businesses be solicited? Yes _____ No _____ If yes, please identify: _____

Are significant individual gifts (\$100+) anticipated? Yes _____ No _____

Expenses expected to be incurred (if any): \$ _____

Approved by:

Supervisor _____ Date _____

Dean of Respective Division/Unit _____ Date _____

Dean for College Advancement _____ Date: _____