

DEPAUL UNIVERSITY



Fundraising Events and Activities

Category: Operations

Responsible Department: Advancement

Responsible Officer: Vice President for Advancement

Effective Date: 06/28/2018

Policy Summary

All DePaul University faculty and staff members, and in some instances student groups, must obtain approval from the Office of Advancement prior to planning, publicly announcing and/or conducting fundraising aimed at generating charitable contributions for DePaul University, its schools, colleges, programs, and/or student groups.

Please see this policy in conjunction with both the *Gift Acceptance & Processing* policy and the *Catering Donations Policy*.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Students

This policy affects all faculty and staff, as well as students involved in approved student organizations.

Policy

To ensure a successful and well-coordinated fundraising strategy, faculty, staff, and Student Affairs sponsored student groups must contact the Office of Advancement prior to planning, publicly announcing, or conducting any fundraising activity intended to generate philanthropic support for DePaul University, its schools, colleges, departments, or student groups. Such activities include, but are not limited to, soliciting donations from individuals or organizations, staging fundraising events, and conducting solicitation campaigns by mail, email, or social media.

The Office of Advancement reserves the right to restrict outreach to certain donors or donor audiences based on ongoing fundraising strategies. In the case of events, Advancement may add or exclude individuals from the invitation list.

Faculty and staff members must obtain clearance or approval from their dean or administrative officer prior to engaging in fundraising. In addition, prior authorization must be granted by the Office of Academic Affairs if and when funding opportunities involve areas of special consideration, such as:

1. Fundraising proposals which aim to establish centers or institutes or expand academic programs (e.g. endow an aspect of an academic program, create affiliation agreements, articulation agreements, partnerships)
2. Fundraising proposals or projects involving the addition of human resources
3. Fundraising proposals or projects involving or affecting more than one academic or administrative officer's area of responsibility
4. Fundraising proposals or projects which require institutional financial support, matching or trailing, to the external funds
5. Fundraising proposals or projects that require additional or remodeled space
6. Fundraising proposals or projects which expose the University to significant risk or liability

Once faculty and staff are cleared by the dean and, if necessary, Academic Affairs, they should work with their assigned development officer. If no development officer is assigned to work with their college/unit, faculty and staff should contact the Director of Gift Processing in Advancement and request clearance to begin fundraising. The Director of Gift Processing will identify an appropriate member of the Advancement Office to work with them.

Student organizations registered with the Office of Student Involvement must get prior approval from Student Affairs to conduct fundraising activities. All DePaul-sponsored student groups must adhere to all existing policies and procedures related to student groups.

This policy is relevant to DePaul-specific fundraising activities only, and does not apply in instances when faculty, staff, or students are raising philanthropic support for a separate 501(c) 3 charitable organization.

Procedures

When Special Considerations Exist

Faculty and staff who seek to engage in fundraising on behalf of a college, school, or program should determine whether their efforts involve the aforementioned areas of special consideration. If so, they should first request authorization from Academic Affairs by sending their request to a shared email box, AAConceptReview@depaul.edu. Academic Affairs will respond within seven (7) business days, or earlier, of initial receipt. Academic Affairs will notify Advancement of the request, and Advancement will keep Academic Affairs and the requesting department informed of any potential funding opportunities, or lack thereof. Approval from Academic Affairs should not be considered a guarantee of external funding.

When Special Considerations Do Not Apply

Faculty and staff who seek to engage in fundraising efforts in which the aforementioned special considerations do not apply should first contact the Director of Development assigned to their unit. If no such person is known or available, they should contact the Director of Gift Processing who will help them navigate the process.

Student groups seeking to hold a fundraising event should contact the Director of Gift Processing in Advancement.

Depending on the nature of their proposed fundraising project, individuals seeking clearance to fundraise may be asked to complete a Fundraising Event Clearance Form. This form will assist the Office of Advancement in making sure all gifts are receipted according to IRS guidelines. When applicable, the Director of Gift Processing will work with individuals to access and complete the form.

The Office of Advancement will endeavor to follow up upon requests for fundraising clearance as soon as possible, and most responses should come within three business days or fewer. Depending on the scope and complexity of the project, some requests may take longer to vet.

Divisional Collaborations

- Academic Affairs
- Office of the General Counsel
- Treasurer's Office
- Controller's Office
- Student Affairs

Contact Information

For more information about fundraising events, gift acceptance and processing; contact the Director of Gift Processing in the Office of Advancement at 312-362-8666.

Appendices

None.

History/Revisions

Origination Date: 09/30/2007

Last Amended Date: 06/28/2018

Next Review Date: N/A