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## GIFT SOLICITATION AND MANAGEMENT

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Purpose:

To establish a uniform method of gift solicitation and management.

Scope:

Applies to all gift solicitations.

Responsible Party:

Development Office, 426-3276

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### POLICY

I. Policy Statement

An essential key to the optimal and appropriate solicitation of gifts is the recognition that specific individuals representing specific projects, units or colleges have particular audiences and constituencies which donate such gifts because of personal interest and affiliation. The hallmark of a useful institutional program is effective supervision of solicitation efforts. These efforts must be coordinated in such a manner as to not negate the ultimate and collective benefits of a rapport developed over a period of time between university representatives and the philanthropic community.

II. Solicitation

- A. Responsibility: Management and coordination of solicitation, receipting, accounting, and disbursement of gifts will be centralized in the Development Office.
- B. Authorization for Solicitation: Central administrators (President, Vice Presidents, Director of Development) and Deans or their designees may solicit or otherwise negotiate for gifts for their particular project, unit, or college from their special audiences and constituencies.
- C. Consultation Prior to Solicitation: Before soliciting any private gift or undertaking any fundraising activities on behalf of Boise State University and any subunit thereof, all employees of BSU or their agents must consult with the Director of Development and request appropriate approval for all direct mailings, phone-a-thons, and other proposed group solicitations.

### III. Conditions

- A. Authorized Activities: Central administrators and deans, at their discretion, may: (1) receive gifts of money or property to be used directly by the colleges, units, and projects through local accounts or inventoried to Boise State University; and (2) request donors to assign property or instruments to the Boise State University Foundations, Inc., acting for a particular project, unit, or college. In either case, all gifts will be reported to the Director of Development for processing, receipting, and reporting.
- B. Maintenance of Accounts: The Foundation will maintain accurate, separate ledger accounts according to the wishes of the donor and recipient.
- C. Method of Donation: All BSU employees or their agents (except as delineated in III-A) soliciting gifts should request all donations be made payable to Boise State University Foundation, Inc. If a gift is designated, it should state on the check or donation letter the area or areas where it is to be utilized. Gifts of materials or equipment which require warehousing before state numbering or liquidation are to be delivered to Central Receiving or other approved campus facility.
- D. Services of the Development Office: The Development Office will provide the following services:
  - 1. Coordinate and assist in fundraising for all units within the university;
  - 2. Provide staff assistance to the BSU Foundation;
  - 3. Upon receipt of gifts, notify the dean and department head;
  - 4. Coordinate the university receipt and acknowledgment of gifts;
  - 5. Arrange for appropriate public relations efforts in accordance with the wishes of the donor;
  - 6. Establish procedures for expeditious retrieval of funds or property being held by Boise State University Foundation, Inc., for their intended purpose; and
  - 7. Maintain the recording and fiscal management to account for gifts directed to and held by BSU Foundation, Inc.

#### IV. Exceptions

- A. Priority of University Policy: Nothing in this policy should be construed to supersede existing BSU policy regarding research grants and contract activities of the University.
- B. Unsolicited Donations: Unsolicited and spontaneous offers may be responded to at once. In such an event, however, immediate notification regarding the same shall be made to the Director of Development.