

OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

SUBJECT: FUNDRAISING

PURPOSE: To establish general criteria and procedures for the solicitation of grants and gifts of cash, securities, or other goods or services, including actual gifts, pledges, and planned gifts, to support LSUA programs, scholarships, student activities, and the endowment.

GENERAL POLICY

Louisiana State University at Alexandria recognizes that the receipt of grants and private donations of cash, goods, or services often marks the difference between a good institution and an excellent one. As a consequence, the Chancellor, members of the faculty and staff, and various student groups will engage in fundraising activities. These activities must relate to the purpose of the institution, and all aspects of fundraising must be incorporated in the planning process of the institution and evaluated regularly.

LSUA further recognizes the establishment and operation of a not-for-profit direct-support organization, the LSUA Foundation, to act as a major vehicle for that fundraising effort.

Anyone employed by or associated with LSUA, who solicits funds, goods, or services from any individual, organization, company, or federal, state, or local governmental agency on behalf of the University or any of its units, programs, or functions, needs prior approval from the Director of Institutional Advancement and/or the Chancellor.

The coordination of all such activities will be centralized under the Director of Institutional Advancement. This includes, but is not limited to, fundraising activities conducted by the LSUA Foundation, individual academic departments and programs, the Bolton Library, and student clubs and organizations.

Accountability for the monies and goods received by the University rests with the appropriate administrator or program manager. The Foundation Executive Director will be accountable for all gifts received by the LSUA Foundation. The Institutional Advancement office will have the responsibility to acknowledge donations in appropriate ways.

This policy and the attached procedures will be evaluated annually to determine if changes are needed. The Director of Institutional Advancement will be responsible for completing this evaluation.

PROCEDURES

I. GRANTS

All LSUA employees wishing to submit, on behalf of an academic college or department or their university-related study or research programs, a grant application to any federal, state, or local governmental agency, or to any private corporation or foundation, must first obtain approval as stated in PS 219 (Policy for Submission of Applications for External Funding).

The Institutional Advancement Office must be notified and may be involved in the planning and writing of the application. In addition, the Institutional Advancement Office will assist with the identification of possible funding sources for worthwhile projects. (See appended External Funding Request Information Form).

Final approval to submit a grant application and accept the award if granted must be given by the Chancellor upon completion of the Approval For External Funding Form (P.S. 219).

II. PRIVATE DONATIONS

All private fundraising must be coordinated by the Director of Institutional Advancement. The purpose of this is to ensure that the best interests of the institution are always served and that prospect and donor research and cultivation by one college or department is coordinated with the efforts of other colleges or departments.

The Chancellor will make the final decision to accept or reject contributions offered the University and also will make arrangements for their delivery.

A. Student Clubs and Organizations Officially-recognized student clubs and organizations may hold fundraising activities for the purpose of generating funds to support the identified programs of the organizations. All fundraising activities must be consistent with the goals of the University. Organizations must not raise funds in the name of LSUA without the approval of the faculty advisor and the Director of Institutional Advancement. Prior to engaging in any fundraising activity either on campus or in the community, all student clubs or organizations must receive institutional approval.

- B. Individual Colleges, Departments, and Programs All donations solicited or received by any individual LSUA college, department, or program will be coordinated by Institutional Advancement.

Prior to approaching any individual, company, or organization to solicit a donation, a request for approval must be made to (and approved by) the Director of Institutional Advancement (see appended External Funding Information Request Form).

Material and equipment donations made to individual colleges, departments, or other units become the property of the University and must be formally accepted by the Chancellor.

All gifts should be reported within two days to the Institutional Advancement Office so that accurate institutional records can be maintained and appropriate recognition given. Copies of all supporting documents that come with donations should be forwarded to the Institutional Advancement Office.

- C. LSUA Foundation LSUA recognizes the establishment and operation of the LSUA Foundation as the principal fundraising entity for University programs and operations.

The Director of Institutional Advancement serves as Executive Director of the Foundation. In that capacity, the Executive Director reports directly to the Foundation Board of Directors, and is responsible for coordinating all fundraising efforts of the LSUA Foundation. He/she is also responsible for the day-to-day management of Foundation property, for effective stewardship of Foundation assets, and for ensuring compliance with the Foundation Bylaws, with federal, state, and local laws; with the LSU System and LSUA policies and procedures; and with Louisiana Board of Regents regulations.

The LSUA Foundation, as part of its policy, requires that the appropriate correspondence be prepared and sent to all donors acknowledging each donation.

EXTERNAL FUNDING REQUEST INFORMATION FORM

Send to: Melissa C. LaBorde, Institutional Advancement - Phone 473-6472

Name _____ Title _____

Office _____ Phone _____

Please state the problem that might be solved with external funding. Use student statistics whenever possible.

State the methodology you would use to solve this problem. Include time period, personnel, equipment, materials, supplies needed, consultants, etc.

What are your expected outcomes at the end of the project?

What is your ballpark estimate for the cost of this project? \$_____

What is the source of funds for this project (if already identified)?