I. PURPOSE & INTENT

Coordination is essential to the development of an overall and efficient University of South Florida System (USF System) fundraising program. Without proper coordination, confusion and misunderstanding could arise in or among our various USF System support groups and constituents resulting in a decline of potential fundraising sources for the USF System.

Generally speaking, people in groups will support an institution when they have confidence in the ability of that institution to perform its mission in an efficient manner. Therefore, it is important that fundraising programs receive prior approval and are coordinated in keeping with the goals and objectives of the USF System’s overall fundraising efforts. Thus, it is the purpose of this policy to establish procedures relating to development (fundraising) and the coordination of development activities and programs throughout the USF System.

II. STATEMENT OF POLICY

The major purpose of the USF System fundraising efforts is to assist in the identification of USF System programs to be funded by private resources and the identification of the necessary private resources. It will be the USF System’s policy that no solicitation or request for funds will be initiated by USF System faculty or staff prior to receiving the approval of the Vice President of Advancement or designee.

The Vice President for Advancement shall be responsible for coordination of all private fundraising programs (excluding those activities related to contract and federal grant support which is handled through the Office of Research & Innovation). This includes, but is not limited to, the recruitment, hiring, training, managing and dismissal of all employees performing fund-raising duties. It is the USF System’s policy that all personnel decisions affecting the fundraising operations be approved by the Vice President for Advancement.
III. GENERAL COMMENTS

It is recognized that on occasion circumstances will be such that informal or impromptu discussions on possible contributions to the USF System will occur between potential donors and USF System representatives. This is understandable, but it will then be the responsibility of the USF System representative involved to obtain the appropriate approvals outlined in this policy as soon as possible after the fact but before any final commitment can be accepted from the donor.

In general, most gifts to the USF System will be accepted through the USF Foundation (see Policy 0-228). Some gifts, however, can be accepted directly by the USF System and in some instances this is more desirable. Regardless of which entity is to receive the gift, the procedures outlined in this policy are to be followed.

Current Responsible Office*: University Advancement

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.

History: New 3-17-80, Amended 10-22-09.