

# FUNDRAISING AND ALUMNI CONTACT FOR SPECIAL PURPOSES

Issued: Unknown

Revised: April 2016

## 1. Scope

The conditions of this policy apply to individuals and organizations within the Huron community.

## 2. Policy

2.1 Requests to contact a group of alumni for special purposes (a project, meeting etc.) should be directed through the Executive Director, University Advancement so that this contact can be co-ordinated with other alumni activity as part of the Huron's relationship-building work with alumni, and so that the contact can be recorded in conjunction with other alumni participant activities.

2.1 Individuals and units within Huron seeking outside funding (except government funding) for specific projects require prior authorization for such fundraising for the following reasons:

- i) to ensure that the responsible officers of Huron know who is being approached, and for what purpose, and whether the project might involve a commitment by Huron University College;
- ii) to avoid repeated solicitation of the same sources of funds by different people or groups from Huron;
- iii) to ensure that the project for which funds are to be raised would not result in a loss of revenue from other sources.

2.2 The University Advancement office will be able to advise those seeking funds about the most promising sources for a particular project as well as the most appropriate timing, method of solicitation, etc. Notwithstanding this advice, it is the responsibility of those seeking funds to submit to the University Advancement office a list of the prospects they feel they would like to approach.

2.3 This policy does not deal with applications to government granting agencies where monies are sought for research purposes. It does, however, contemplate research monies sought from non-government agencies and where the Huron University College name will be directly or indirectly used in the grant application. In the latter case the "Procedures" as listed below must be followed.

## 3. Procedures

3.1 With respect to contacting alumni, please see 2.1 above.

- 3.2 Applications to approach outside non-government sources for funds where the Huron University College name is used directly or indirectly, must be submitted, in the first instance, to the appropriate Faculty Dean or, in the case of non-faculty, to the appropriate administrative department Head. In the case of “student” projects the Students’ Council must initially sanction all projects.
  - 3.3 If the project receives sanction at this level, the next stage is to consult with the Executive Director, University Advancement about the feasibility from a fundraising point of view, timing, scheduling, etc.
  - 3.4 Authorization to proceed with a project, including the setting of any limitations or conditions, rests with the Principal, in consultation with the University Advancement office. No project may proceed without written permission from the Principal or her delegate.
- 4        Notwithstanding
- 4.1 No gift or funding, as described above, solicited or not, may be accepted on behalf of Huron University College directly or indirectly without prior consultation with the Principal or her delegate.
  - 4.2 In the event that this policy is not followed the Principal may instruct that official Huron receipts and acknowledgments will not be issued.
  - 4.3 The University Advancement office can provide professional advice on fundraising approaches, proposal writing, etc.