



**CENTRAL MICHIGAN UNIVERSITY**      **CHAPTER 11**  
**MANUAL OF BOARD OF TRUSTEES**  
**POLICIES, PRACTICES AND REGULATIONS**      **PAGE 11-29**

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**SUBJECT:    UNIVERSITY DEVELOPMENT FUND GUIDELINES  
                  ON FUND-RAISING, GIFTS AND OTHER CONTRIBUTIONS**

Purpose

Any Central Michigan University staff member who wishes to undertake any type of fund-raising program or solicitation of contributions in the name of the University from alumni, business, industry, foundations or friends, or who seeks to establish a fund-raising program, including "Associates", "Friends" or similar groups should follow the guidelines established for this purpose.

Guidelines

Any request to undertake a fund-raising program or solicitation of contributions from alumni, friends, business, industry, foundations, or the local community should be made in writing with as much detail as possible. The originator should have the proposal reviewed by the organizational advisor or department chairperson, and the appropriate dean. Following the dean's recommendation the proposal should be forwarded to the Provost for review. Should the Provost find merit in the proposal, (s)he should submit it to the Development Fund Board of Directors for consideration and approval.

Included in this category are the following:

1. Plans to raise funds from alumni on an annual, recurring basis, similar to or as part of the Annual Fund solicitation. This pertains to programs already recognized and approved.
2. Establishment of an "Associates" or "Friends" program designed to solicit financial support or any program of like nature.
3. Special fund-raising efforts appealing to the University's constituencies in behalf of scholarships, memorial funds, fellowships, aid programs, professorships, endowed chairs, etc.
4. Plans to retain outside professional counsel to conduct fund-raising activities in the University's name.

**Note: This statement does not apply to funding proposals made under the auspices of the Office of Planning, Instruction, and Research.**

Office of the President  
July 1, 1979

Amended September 17, 1981  
Ratified by Board of Trustees, March 1, 1985.