

Office: Development
Procedure Contact: Vice President of Development
Related Policy or Policies: Campus Fundraising Policy

Revision History

Revision Number:	Change:	Date:
	Initial version	October 2018

A. Purpose

This procedure provides guidance on processing requests to conduct fundraising activities.

B. Procedures

All fundraising efforts on behalf of Southern Oregon University must be approved prior to the start of any fundraising activity. All academic and non-academic units interested in fundraising for a specific project or program of any size must complete a Proposed Project/Program Initiative for Fundraising Support request form.

A completed request must be forwarded to the unit’s appropriate Vice President for approval and coordination with the Vice President of Development for final approval. Those requesting fundraising approval and/or support must articulate the following:

1. Explanation of how the proposed project advances the university’s strategic plan.
2. Description of the potential impact of the project (on students and the campus).
3. An outline of the need, amount, and purpose for which private support is sought.
4. A statement of the approximate timeframe for which funds are needed.
5. Proposed accountability and assessment measures.
6. The names of the potential funding sources (grants, corporations and foundation, and individuals) to be approved as prospects for solicitation.

The Proposed Project/Program Initiative for Fundraising Support request form is available at:
<https://inside.sou.edu/foundation/index.html>

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval.