

Westfield State University

Policy concerning:

Section Administrative

Number 0235

Page 1 of 2

APPROVED: November 1997

REVIEWED: June 2018

FUND RAISING - CAMPUS

PURPOSE

This document sets forth basic principles governing fund raising at Westfield State University, in particular the solicitation and collection of money from the private sector.

DEFINITIONS

A **gift** is defined as property which is given freely, irrevocably, and in which the donor retains no interest. This policy addresses itself to gifts of cash and negotiable securities; non-cash gifts are addressed in a separate policy.

POLICY

1. Fund raising at Westfield State University is the responsibility of the Office of Institutional Advancement under the aegis of the President.
2. No cultivation or solicitation of individuals, corporations, or organizations either inside or outside of the University by any University employee for raising money shall take place without the foreknowledge and expressed approval of the Office of Institutional Advancement. If an individual, corporation, or organization approaches a University employee for discussing a gift, the Office of Institutional Advancement should be notified immediately.
3. Donors or their representatives shall be told to direct their gifts to the Office of Institutional Advancement. Any and all gifts received by other offices or departments in the University shall immediately be forwarded to the Office of Institutional Advancement.
4. The chief fundraising officer of the University also serves as the Executive Director of the Westfield State Foundation, Inc. At the discretion of the chief fundraiser or the President, or under the policies of the Foundation or Board of Trustees, gifts may be solicited on behalf of either the University or the Foundation.
5. Donors shall have the right to restrict their gifts to one or more specific purposes, provided these restrictions are compatible with the University's mission.
6. All primary acknowledgements and receipts shall originate from the Office of Institutional Advancement in a timely manner; further acknowledgments from

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Page 2 of 2

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University staff are encouraged, and the Office of Institutional Advancement shall endeavor to organize these.

7. Decisions involving the acceptance of gifts will be made in accordance with the Gift Acceptance Policy.

REVIEW

This policy shall be reviewed every three years by the Office of Institutional Advancement.