Solicitation Guidelines

Fundraising, Sponsorship and Non-Monetary Support Solicitation Guidelines

There are multiple sets of rules and guidelines governing the fundraising process, solicitation for sponsorships and contributions, and acquisition of in-kind (non-monetary) donations. These rules and guidelines are necessary to comply with various governing bodies and to obtain the most support possible for DSU.

Complete guidelines [1]

Solicitation by Alumni

Alumni, and associated individuals or entities shall involve the Office of Development in the earliest stages of soliciting monetary or non-monetary support by contacting the Associate Vice President for Development or designee prior to approaching a potential donor, sponsor or contributor for support. Under no circumstances should a proposal be submitted to a corporation or foundation without first receiving *written approval* of the Associate Vice President for Development or the Vice President for Institutional Advancement. The approval process is as follows:

1. Obtain a copy of the appropriate DSU solicitation review form.
2. Complete and submit the appropriate DSU solicitation review form through the appropriate channels (Director of Alumni Relations) to the Vice President for Institutional Advancement or the Associate Vice President for Development for approval prior to solicitation. (See forms below).

The required information should be completed and submitted in electronic and paper form, including any proposal or written request, to the Office of Development no fewer than 15 business days before the event date, delivery deadline, or desired mailing date.

Solicitation by Alumni Form [2]
Alumni Event Request Form [3]

Solicitation by Students

Students and student organizations shall involve the Office of Development in the earliest stages of fundraising activity by completing and submitting the appropriate DSU solicitation review form through the appropriate channels (Director of Student Leadership and Activities, Vice President for Student Affairs) and then to the Vice President for Institutional.

Advancement or the Associate Vice President for Development for approval prior to solicitation. (See forms below).
The required information should be completed and submitted in electronic and paper form, including any proposal or written request, to the Office of Development no fewer than 15 business days before the event date, delivery deadline, or desired mailing date.

On-Campus Solicitation by Students Form [4]
Off-Campus Solicitation by Students Form [5]
Student Event Request Form [6]

Solicitation by Faculty, Staff and Administration

Faculty, staff and administrators shall involve the Office of Development in the earliest stages of fundraising activity by contacting the Assistant Vice President for Development and /or designee prior to approaching a potential donor, sponsor or contributor for support. Under no circumstances should a proposal or other form of solicitation be submitted to a corporation or foundation without first receiving *written approval* from the Associate Vice President for Development or the Vice President for Institutional Advancement. The review and approval process is as follows:

1. Within 15 business days before the fundraising event date, delivery deadline or desired mailing date, Contact the Associate Vice President for Development to request written approval for the grant application.
2. For academic units, the Principal Investigator/Program Director obtains the approval of the Department Chair and Dean regarding the proposal (solicitation).
3. For non-academic units, the individual requesting funding of a proposal or planning a fundraising event must obtain the approval of the immediate manager or appropriate officer (i.e., Director, Vice President).

DSU Faculty and Staff Event Request Form [7]
Proposal Registration Form [8]
On-Campus Solicitation by Employees Form [9]
Off-Campus Solicitation by Employees Form [10]

On Campus Solicitation by Other Entities

Generally, solicitation on campus by off-campus groups or individuals is discouraged. However, activities which enhance the DSU community will be given serious consideration.

On-Campus Solicitation Form [11]

Source URL: http://desu.edu/development/solicitation-guidelines

Links
[1] http://desu.edu/sites/default/files/u99/DSUF_Guidelines_on_Solicitation%2003-04-13.docx
[2] http://desu.edu/form/solicitation-alumni
[3] http://desu.edu/form/alumni-fundraising-event-request
[4] http://desu.edu/form/campus-solicitation-students
[5] http://desu.edu/form/campus-solicitation-students-0
[6] http://desu.edu/form/student-fundraising-event-request
[7] http://desu.edu/form/faculty-and-staff-event-request-form
[8] http://desu.edu/form/faculty-staff-and-administrator-fundraising-proposal
[9] http://desu.edu/form/campus-solicitation-faculty-and-staff
[10] http://desu.edu/form/campus-solicitation-faculty-and-staff-0
[11] http://desu.edu/form/campus-solicitation