



POLICY STATEMENT

1.07.03

Issued By: the Office of the Chancellor

COORDINATED BY: The Office of the Chancellor

EFFECTIVE: September 15, 1985

REVISED: August 29, 2014

SUBJECT: Solicitation and Receipt of Gifts

I. PURPOSE

The purpose of this policy statement is to establish guidelines for solicitation and receipt of private, corporate and foundation gifts. This policy statement excludes sponsored research grants.

II. POLICY

The solicitation of gifts for the University from private sources must be based upon strategic goals and coordinated to prevent duplication and to ensure that gifts are properly acknowledged and that donors are recognized appropriately.

Any potential gift must be evaluated in terms of its impact on the University's mission and the campus environment. The University may accept or reject gifts of any sort; and, depending upon the nature of the gift, it may be necessary to obtain the approval of the LSU Board of Supervisors. Issues to be considered include whether the University might incur a financial, legal or public relations liability. The Chancellor has the final approval for the solicitation and/or receipt of all gifts.

III. STRATEGIC GOALS FOR ADVANCEMENT

The Administrative Council serves as the strategic planning committee of the University. Among its responsibilities is to recommend strategic goals for advancement, consistent with the mission and overall strategic goals of the University, to the Chancellor. The Council forms its recommendations after soliciting and considering input from the University divisions, the LSUS Foundation, the LSUS Alumni Association and other interested stakeholders. The Chancellor shall consider the input in setting the strategic advancement goals of the University.

IV. UNIVERSITY COORDINATION OF ADVANCEMENT

University coordination of advancement is primarily overseen by the Advancement Coordination Committee. It is composed of the Chancellor, Vice Chancellors, Executive Director of the LSUS Foundation, Director of Alumni Affairs, the LSUS Athletic Director and the Assistant to the Chancellor. The Committee meets as needed to discuss and/or coordinate advancement activities, priorities and/or donor matters involving the University.

V. GENERAL PROCEDURES

- A. The Office of the Chancellor should be consulted concerning appropriate procedures for making gifts to the University.
- B. Any faculty or staff member who wishes to solicit or accept a donation should advise his/her supervisor, who will then ensure that the proposal receives approval through administrative channels from the appropriate Vice Chancellor (or Chancellor in the case of the Executive Director of the LSUS Foundations or Director of Alumni Affairs).
- C. If a proposed gift is restricted, or is one that would further the work of a particular discipline or Department, the Department Chair or staff person involved should communicate with the Dean of the College or his/her supervisor who would then bring the matter to the attention of the Provost for coordination and approval. The Vice Chancellor for Student Affairs and the Director of Student Financial Aid should be included in the discussion if scholarships are involved.

In such matters, the initial proposals may be developed by the Executive Director of the LSUS Foundation, the Director of Alumni Services, the Director of Athletics or other appropriate staff and then submitted through appropriate channels for approval by the Chancellor. The proposals should indicate, at least in broad outline, how monies, equipment or property will be handled so that the Business Office is fully informed and agrees to the procedures. Scholarship guidelines must include the purpose, amounts, duration, selection criteria, method of selecting recipients and designation of receipts.

- D. In evaluating gift proposals of real property such as buildings, land, and equipment which impact the campus environment, the Vice Chancellor for Business Affairs will analyze the impact on the University budget, insurance liabilities, building use and other University concerns.
- E. The Dean of the Noel Memorial Library must evaluate all gifts to the Library to determine if they will complement the university collection.

- F. All gifts of cash, stocks and bonds, or other securities intended for the University, must be approved by the University and must be deposited in appropriate university accounts or in the accounts of the LSUS Foundation.
- G. The receipt of all other gifts must be routed to the Assistant to the Chancellor for processing.

VI. SOLICITATION AND RECEIPT OF GIFTS

- A. The University actively solicits gifts from individuals, foundations, and corporations. Gifts may be solicited by members of the university community, the LSUS Alumni Association or the LSUS Foundation.
- B. The Executive Director of the LSUS Foundation is authorized to receive gifts on behalf of either the University or the LSUS Foundation.
- C. Faculty and staff are encouraged to generate ideas for gift solicitation and to make initial contacts; however, all solicitation efforts should be cleared through the Provost to the Office of the Chancellor to avoid multiple solicitations of donor prospects and to ensure that the University administration is aware of contacts with the public for solicitation of gifts.
- D. When solicitation results in the offer of a gift to the University, the Office of the Chancellor works with the appropriate campus representative and the donor to ensure that the gift is properly received and deposited; that acknowledgment of the gift is made by the University; that appropriate tax documentation is provided; that acceptance by the LSU Board of Supervisors is obtained when necessary; and that media coverage is secured when desired by the University and donor.
- E. When solicitation results in the establishment of an endowment, the Office of the Chancellor works with the donor and with the Offices of Academic Affairs and Business Affairs to ensure that the endowment is established and maintained in accordance with the wishes of the donor and the legal requirements of the University and the policies of the LSU Board of Supervisors, the Board of Regents and the LSUS Foundation.
- F. The Assistant to the Chancellor shall coordinate with the Executive Director of the LSUS Foundation to develop an annual listing of all gifts received in support of the University either directly to the University or to the LSUS Foundation. The report will be provided to the Chancellor for approval and dissemination.

VII. ESTABLISHMENT OF FOUNDATIONS AND NONPROFIT CORPORATIONS

Without prior university approval, no foundation or outside group, except the LSUS Alumni Association and the LSU in Shreveport Foundation, shall be empowered to use the name of the

University or its official address for the purpose of soliciting, receiving or distributing gifts. The Articles of Incorporation and the By-Laws of the LSUS Foundation and the LSUS Alumni Association may be consulted for further guidance.

VIII. SOURCES

By-Laws and Regulations, of the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, Chapter VI, "Gifts and Grants" dated July 16, 1999.

Approved by:



Lawrence S. Clark
Chancellor



Date