

Policy Title: Appeals, Donations and Solicitations Policy

Date Created: March 2, 2009

Review Date:

Policy Number: Dev-EME-2

Body of Origin: Development Committee

Review Authority: Development Committee, Faculty, Board, EME Committee

Purpose: Success of major appeals from TRWS may be affected by when and how often donors are solicited. Solicitations for individual projects not contributing to operating budget may reduce amount contributed to major appeals. Central organization of solicitations is necessary to ensure success of major solicitations that have significant budget impact.

Policy Details: All solicitations and appeals must be approved by development committee and be consistent with a broad strategy and schedule of appeals for the year. Individual classroom fundraising projects should be brought to faculty for review, and be brought to development committee for centralized organization.

Donations identified for a particular use by the donor, that are in excess of the amount approved in the budget for that item, must be approved by the board before being accepted. See associated procedure.

Care should be taken to communicate respectfully and promptly with donors and with great appreciation for significance of their donation.

Related Policies, Procedures and References: Donations Acceptance Policy (Facilities-1), Donations Acceptance Procedure (Facilities-a), Donation Acceptance Form (Facilities Form-1)