



POLICIES

Effective Date: January 1, 2010

Retired:

Revised:

Approved by: Wayne J. Riley, M.D., MPH, MBA, President & CEO

Subject: Institutional Advancement - Policy on Approval of Fundraising Activities (Prospect Clearance for Private Gifts and Grants)

PURPOSE:

The purpose of the Policy on Approval of Fundraising Activities is to optimize Meharry Medical College's fundraising efforts by ensuring that solicitations are made to prospective donors that will ensure the most appropriate match of donor interests and institutional priorities. A series of uncoordinated solicitations to the same prospective donor by different individuals in a single institution is the most undermining threat to a successful fundraising program. This policy is intended to cover solicitations to private individuals (alumni and non-alumni), corporations, foundations, and organizations even those with whom you or your programs have had longstanding relationships.

No fundraising activities, including grant proposals, personal solicitations, event or sponsorship arrangements, regardless of the need for funding, should occur without the approval of the Senior Vice President for Institutional Advancement. The Policy on Approval of Fundraising Activities covers preliminary letters of inquiry, telephone queries, and personal visits. Understanding and adherence to this policy will enable Meharry to successfully accomplish its fundraising objectives, in support of institutional priorities.

Applications for federal government grants and contracts should be routed through the Department Chair, the School Dean and the Office of Research.

PROCEDURE:

APPROVAL PROCESS

Persons wishing to solicit funds should contact Enola Walton in the Office of Prospect Research and Donor Relations for consultation on corporate, foundation, and organization prospects at ext. 6790. The Associate Vice President for Development should be consulted regarding solicitation of individuals.



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A Grant Proposal and Prospect Solicitation Approval (clearance) Form, which is available online, should be completed and returned to the Office of Prospect Research and Donor Relations (LRC, Room 604).

Applicants will be notified of the decision within 10 working days in which the submission is considered. A more rapid decision can be made, within 72 hours of a request, when an opportunity with time sensitivity arises.

Approval requests that are denied are returned within 10 working days with an explanation and suggestions for alternative prospects.

EXHIBITS: