

## **WHAT SERVICES CAN THE ADVANCEMENT OFFICE PROVIDE FREE OR AT COST?**

- Mailing labels
- Solicitation mailing prepared and mailed
- Giving history for specific drive
- Other services as requested

## **WHO WILL ISSUE A “THANK YOU”?**

- The Advancement Office will issue a “thank you” letter along with a receipt.
- A “thank you” from the organization/group would also be appropriate.

## **ARE THERE FEES ASSESSED BY THE FOUNDATION OFFICE FOR THEIR FUNDRAISING ASSISTANCE?**

- Each fund drive absorbs its own direct costs (printing, postage, and the like).
- An administrative fee is assessed in recognition of fundraising services provided by the Advancement staff.

## **QUESTIONS?**

Please contact:

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Office of Advancement  
701.845.7203



**VALLEY CITY**  
STATE UNIVERSITY

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# **Fundraising Guidelines 2011-12**



**VALLEY CITY**  
STATE UNIVERSITY

## WHY FUNDRAISING GUIDELINES?

Any campus group or individual or any off-campus group that wishes to solicit donations in the name or on behalf of Valley City State University must gain approval from the VCSU Advancement Office. Classes may NOT raise funds.

This includes membership drives, solicitation of donations (monetary and goods), sales of goods or services, and grants other than for academic purposes. Raffles are NOT legal under the restrictions of our gaming license.

The *Request to Raise Funds* must be submitted to the VCSU Advancement Office **at least thirty days prior to the start of the fundraising activity.**

When raising funds by or for Valley City State University, there is an expectation of professionalism and accountability.

Cash and checks will be turned into the VCSU Business Office or Advancement Office immediately. Credit card transactions will be processed on a daily basis.

Use of personal or off-campus financial accounts is prohibited. **All funds must go through the VCSU Business Office or the Advancement Office and a final financial report must be submitted to the Advancement Office at the end of the fundraiser.**

This follows VCSU Policy V809.2 as sponsored by the VCSU President.

## WHAT IS THE FIRST STEP?

- Complete and submit the *Request to Raise Funds* form to the Advancement Office.
- The *Request to Raise Funds* can be found on the “Xythos” Drive (Advancement Office folder.) This form identifies the group, the method of fund raising, when the fundraiser will be held, the audience to be solicited and the purpose of the fundraiser. The form is also available from the Advancement Office.
- This form shall be completed for all solicitations including cash, goods, services or camp sponsorships, etc.

## WHY DO I HAVE TO SUBMIT THIS FORM TO THE ADVANCEMENT OFFICE?

- Multiple fundraising events are conducted annually on behalf of Valley City State University, it is extremely important to coordinate fundraising events.
- The Advancement Office maintains very precise records of donations and gifts. These records are essential for donor tax purposes, for recognition, and for other reasons.

## WHAT ARE THE CRITERIA FOR APPROVING A REQUEST?

- The Sponsor is a recognized university entity.
- Fundraising plan and materials demonstrate integrity and reflect well on the university
- In case of conflicting plans, projects that benefit university entities and projects sponsored by the Foundation have first priority.
- The Advancement Office fundraising committee will apply professional judgment regarding the appropriateness of the plan, to ensure a strong university wide fundraising strategy that is consistent with university priorities.
- Fundraising that occurs without Advancement Office approval beforehand may result in loss of the opportunity to raise future funds and additional consequences as appropriate to the violation.