

## LAU Deans' Fundraising Procedures

An overview of the Deans' fundraising mechanism is as follows:

1. Deans determine fundraising priorities for his/her School to ensure that the fundraising efforts are in line with the mission and vision of the School.
2. Development Officers set a Meeting Schedule in coordination with the Dean of their School to maintain active strategy momentum. The frequency should be twice a month as a minimum.
3. Development Officers set the agenda in coordination with the Dean to keep on track and focused on priorities.
4. Development Officers help identify Prospects and build a Probable Donor List with the Dean to keep focused on prospects.
5. Development Officers develop a Solicitation Action Plan in coordination with the Dean and create strategies for each prospect's continued cultivation.
6. The Solicitation Action Plan is overseen by the Provost, and may require the President's approval in some cases.
7. Deans regularly inform the Development Officers on updates such as their School's fundable priorities that could be tied to probable donors.
8. Development Officers assist the Dean in Proposal Development to be approved by the Fundraising Committee headed by the Provost to maintain Proposal template and ensure content is consistent within development guidelines.
9. Development Officers arrange cultivation and solicitation meetings and brief the Deans on their role and goal so that all meeting participants are well prepared.
10. Development Officers prepare Call Reports in coordination with Deans to create a solid record of historical activities.  
Development Officers in coordination with the Deans prepare a Report (Dashboard) of Progress which includes the number of prospects, visits made, proposals submitted, and amount requested and secured. This helps to keep apprised of overall progress. The Dashboard is developed by the Development Office and Advancement Services Offices.