

LAU Fundraising Internal Coordination and Clearance Procedure

1. Complete the *Fundraising Clearance Form* (see page 2) and submit it to the Development Office for approval, via the Dean or relevant senior administrator. The Dean or senior administrator, at his/her discretion, may elect to delegate this responsibility to another individual.
2. Receive feedback from the Development Office, who will notify applicants whether their request has gained approval within one week from the date on which the form was received. They will also be informed of who will carry out the solicitation, the validity for the clearance (typically one year from the date of approval), and the projects/activities for which solicitations to a donor may be made. Applicants who do not receive approval from the Development Office have the right to appeal through the Dean or senior administrator to the President.
3. Provide the Development Office copies of all relevant correspondence, reports and contacts, including those made face-to-face, by email, and by telephone.
4. Provide all proposals, sponsorships, solicitation letters or any other solicitations to be included in brochures, newsletters, websites and other communications to the Development Office for their review and approval.
5. Direct all gifts – whether financial or in-kind – to LAU programs and projects received by an academic or administrative unit or by any member of the community to the Development Office, which will acknowledge the gifts after they are processed and recorded by the Advancement Services Office.

Fundraising Clearance Form

This form should be filled out by any member of LAU community who is seeking financial or in-kind support, in writing or orally, from an individual, corporate or any other prospective donor. Information should be provided about the project/activity for which the support is being sought. Once the information is filled in this form, it should be approved and signed by the Dean or the relevant senior administrator before submitting it to the Development Office for its approval.

Applicant's Name (Primary Staff):	
Date:	
Address and Extension:	
Project/Activity Title:	
Project/Activity Summary:	
Total Funding Required:	Available Funding:
Project Time Line:	
*Project/Activity Approval by Dean/Vice-President/Senior Administrator _____ <u>*must be signed</u>	
Date:	
(Print Name):	
For Development Office use only:	
Approved:	Duration of approval:
Responsible Fundraiser/Solicitor:	