

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**GUIDELINES FOR FUNDRAISING AND GIFT SOLICITATION**

**Number**      04.04.03

**Division**      Office of the Vice C1T3.2 ç/0.0 Ç1Ts 0Nu s 0N40#0.004 T0.004 T0.004 T0.M.3814 1p

directly to that organization. This policy does not address the relationship between UAH and the UAHF, or supplant the terms of any affiliation agreement between, or other agreement involving, UAH and the UAH Foundation.

This policy does not apply to agreements for research purposes or sponsored grants and contracts. Contracts, grants, and research agreements are handled through UAH's Office of Sponsored Programs, an office reporting to the Office of the Vice President for Research and Economic Development.

### **Procedures and Guidelines:**

The UAH Office of Development ("Development Office") is responsible for overseeing the entire development process, including the identification, cultivation, solicitation, and stewardship of sources of support for the University, and the acknowledgment and documentation of this support. All efforts to raise funding from private sources, including corporations, foundations, and individuals must be coordinated with the Development Office.

Anyone seeking to approach potential funding sources must speak to the Development Office prior to initiation of a written request for solicitation approval. This office will assess the timing and appropriateness of



is particularly an issue if a gift is earmarked for a particular individual; if there is a commitment or understanding that the gift or contribution will only be used for a designated beneficiary; or if the intent of the donor is to benefit himself or herself and not the University.

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All registered student organizations with annual fundraising needs/goals of more than \$5,000 must follow the procedures set forth in this





