

**MISSOURI SOUTHERN STATE UNIVERSITY**

<b>Policy #:</b>	02-0004				
<b>Policy Name:</b>	Philanthropic Funds Policy				
<b>Last Revision:</b>	July 2023	<b>Initial Approval:</b>	July 2023	<b>Effective Date:</b>	July 2023
<b>Policy Owner</b>	Executive Vice President				
<b>Policy/Chapters Sections</b>	Soliciting Philanthropic Gifts Accepting Philanthropic Gifts Using Philanthropic Gifts Stewarding Philanthropic Gifts				
<b>Next Review:</b>	July 2026				

**1.0 PURPOSE**

The purpose of this policy is to provide guidance regarding the solicitation, acceptance, use, and stewardship of philanthropic funds (*see definition in section 4*) to support university programs, employees, students, and/or facilities. This policy is necessary to maintain institutional control over university operations and ensure consistent and appropriate use of philanthropic funds.

**2.0 SCOPE**

This university-level policy applies to all Missouri Southern State University programs, employees, students, and facilities.

**3.0 POLICY**

**Soliciting Philanthropic Gifts**

- A) The Missouri Southern State University Board of Governors is responsible for setting strategic priorities and long-term plans for the university, including fundraising priorities.
- B) To avoid duplication of effort, over-solicitation, and inefficient use of resources in seeking philanthropic support, all fundraising efforts will be coordinated through the MSSU Office of University Development.
- C) University Development is responsible for assigning and supporting university employees, students, and/or volunteers to cultivate, solicit, and/or steward individual, corporations, foundations, and organizations to benefit Missouri Southern State University.
- D) Prior to beginning cultivation, solicitation, and/or stewardship of philanthropic funds, university employees, students, and/or volunteers will communicate and coordinate with the Office of University Development.

- E) University employees, students, and/or volunteers wishing to engage prospective philanthropic donors will first receive the approval of their department chair (*faculty*), director (*staff*), RSO advisor (*students*) or primary administrative contact (*volunteer*) before contacting the Office of University Development to discuss such fundraising opportunities.
- F) Requests to donors for philanthropic support by employees, students, and/or volunteers will only be for projects and initiatives that have been pre-approved by the university as strategic priorities. Strategic priorities are most generally those initiatives specifically identified in the university's strategic plan or expressly approved in writing by a member of the President's Cabinet. General support for existing programs, employees, students, and facilities is considered a preidentified strategic priority.

### **Accepting Philanthropic Funds**

- A) Missouri Southern State University has designated the Missouri Southern Foundation as the sole repository for philanthropic gifts to benefit the university, its programs, employees, students, and/or facilities. No other entity, regardless of non-profit status, should receive, manage, disburse, or steward philanthropic gifts to benefit university programs, employees, students, and/or facilities.
- B) University employees, students, and volunteers are prohibited from utilizing private or commercial bank accounts for the purpose of accepting, managing, or disbursing philanthropic funds to benefit university programs, employees, students, and/or facilities.
- C) University employees, students, and volunteers will forward in a timely manner to the foundation all funds collected in their original form (*cash, checks, credit card information, etc.*). Checks are to be made out to the Missouri Southern Foundation.

### **Using Philanthropic Funds**

- A) University employees and/or students are prohibited from utilizing philanthropic funds from any entity other than the Missouri Southern Foundation. Philanthropic funds from other entities, including non-profits, designated to benefit university programs, employees, students, and/or facilities will be deposited with the Missouri Southern Foundation and distributed according to current foundation policies and procedures.
- B) Use of philanthropic funds will be first and foremost guided by donor intent and used in a manner that supports the mission, programs, employees, students, and/or facilities of Missouri Southern State University.
- C) Philanthropic funds will be managed and distributed in a manner consistent with the policies, procedures, and practices established by the Missouri Southern Foundation. The foundation, as the fiduciary agent for philanthropic funds, has the sole prerogative to make such operational decisions. University employees, students, and/or volunteers, therefore, are obligated to follow foundation policies, procedures and practices when using philanthropic funds.

## **Stewarding Philanthropic Funds**

- A) University employees, students, and volunteers will not, under any circumstances, maintain separate databases of donor or constituent information. This includes postal and/or email addresses, phone numbers, dates of birth, giving history, financial information, etc. Such information is considered highly confidential and, as such, the university has designated the Missouri Southern Foundation as the sole repository of such data for security purposes.
- B) The Office of University Development is responsible for the ongoing stewardship of philanthropic donors. While university employees, students, and volunteers are encouraged to participate in stewardship activities, those wishing to engage in their own, independent stewardship programs should communicate and coordinate with staff in University Development to avoid duplication of effort and inefficient use of resources.

## **4.0 DEFINITIONS**

Employees - All individuals, either faculty, staff or students, currently employed by Missouri Southern State University.

Facilities - All land, buildings, and equipment owned by Missouri Southern State University.

Foundation - The Missouri Southern Foundation, a 501(c)3 corporation established for the sole purpose of receiving, managing, and distributing philanthropic gifts to benefit Missouri Southern State University.

Philanthropic Funds - Monetary or in-kind funds given by an individual, corporation, foundation, or organization that meet one or both of the following criteria:

- 1) The donor expects nothing in return for the gift outside routine stewardship; and
- 2) The gift is eligible for a tax exemption under either federal and/or state law.

The above definition excludes funds received as part of a contractual obligation, grants with defined outcomes, funds from governmental entities, and funds provided as an event sponsorship with marketing benefits.

Programs - All Missouri Southern departments, programs, offices, centers, colleges, schools, sports, and student organizations.

Students - All individuals currently enrolled at Missouri Southern State University.

University - Missouri Southern State University

## **5.0 HISTORY**

February 2024 – policy number added, updated policy owner title, minor grammatical corrections.

## **6.0 RELATED DOCUMENTS**

None