



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Fundraising Policy

Policy Number 3-01

Commonwealth University of Pennsylvania

Approved by University Senate, 4/10/2025

Issued by President Bashar W. Hanna as Policy 3-01 on 4/21/2025

Responsible Office: Advancement

Previous Policy: PRP 2720

1. Purpose

Define the process for fundraising activities.

2. Scope

All members of the Commonwealth University of Pennsylvania community, including all employees.

3. Definitions, Roles and Responsibilities

3.1. Definitions

3.1.1. **Gift** – A voluntary transfer of money or other assets to an organization from a donor, which can be an individual, a corporation, or a grant making organization, such as a foundation. No tangible benefit of any kind will be exchanged for the gift.

3.1.2. **Grant:** A financial award to the institution, a division, or an employee to support institutional activities including research, creative projects, and student services.

3.2. Roles and Responsibilities

3.2.1. Commonwealth University of Pennsylvania University Advancement Division and the Office of Research and Sponsored Programs will review requests and campaigns for private grants by a university employee, department, or university college for any university support programs.



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4. Policy

- 4.1. Requests and campaigns for private gifts and grants, (including sponsorship requests \$5,000 and above) by a university employee, department, or university college for any university support programs shall require prior coordination with the Advancement Division to optimize and coordinate fundraising efforts.
- 4.2. Applications for grants by a university employee, department, or college shall require prior coordination and approval from the Office of Research and Sponsored Programs.

5. Procedures, Standards, and Guidelines

- 5.1 The Advancement Division leads requests and campaigns for private gifts.
- 5.2 The Office of Research and Sponsored Programs leads applications for grants.
- 5.3 Each entity publishes its own guidelines for university employees to propose and obtain approval for these activities.
- 5.4 If further foundation clarification is needed, the two entities will consult with one another to determine which entity will coordinate the effort.
- 5.5 If consensus cannot be reached, the President or his/her designee will determine which entity will lead the effort.

6 Compliance and Enforcement

- 6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

- 6.3 History



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- 6.3.1 Replaces PRP 2720 – Fundraising Policy October 7, 1986
- 6.3.2 Effective 11/7/2024 as Interim Policy Issued by Erik Evans, Vice President for Advancement

6.4 Related Policies - PRP 2750 Use of Indirect Cost Funds

6.5 Contacts for Additional Information and Reporting

Commonwealth University Advancement Division
Commonwealth University Office of Advancement
Attn: Erik Evans / eevans@commonwealthu.edu / 570.389.4128

Commonwealth University Office of Research and Sponsored Programs
Attn: Heather Feldhaus / hfeldhau@commonwealthu.edu / 570.389.4214