



**POLICY STATEMENT 60
FUNDRAISING**

POLICY DIGEST

Primary Monitoring Unit: Chancellor's Office
Initially Issued: July 29, 1997
Last Revised: February 23, 2018 (format updated March 22, 2022)

I. PURPOSE:

At LSU Eunice, fundraising is an integral part of the ongoing operation of the college. This policy sets forth guidelines for fundraising activities.

II. DEFINITIONS:

- A. **Fundraising** means those activities, such as the solicitation of gifts and sponsorship of programs and events, designed to financially enhance the programs, services, properties and general operation of LSU Eunice.
- B. **Gifts** include any type of contribution including, but not limited to, money, grants, bonds, stocks, property, equipment, supplies, and labor.

III. POLICY:

The LSUE Foundation

- A. The LSU Eunice Foundation exists as a non-profit organization with the sole purpose being to enhance the fundraising efforts of LSU Eunice.
- B. All activities of the LSU Eunice Foundation shall be related to the stated purposes and mission of the College.
- C. The LSU Eunice Foundation shall maintain bylaws outlining its membership, officers, and operating procedures. Membership must include the president of the LSU Eunice Alumni Association, the president of the Friends of the LSU Eunice LeDoux Library and the president of the Bengal Boosters Association. The Foundation executive director and the LSU Eunice chancellor shall serve as non-voting, ex-officio members.
- D. Gifts received and funds raised by the LSU Eunice Foundation may be transferred to the College.

The Foundation shall act as an umbrella organization for processing all gifts to the campus and its constituent parts, including organizations or groups established to support various

37 campus units or functions. All such funds received by the Foundation are subject to all
38 Foundation rules and procedures--including approvals for disbursement--as contained in
39 the Foundation's bylaws and constitution.

40 The Executive Director of the LSUE Foundation, who reports to the Foundation Board of
41 Directors, is responsible for coordinating all fundraising efforts of the LSUE Foundation.
42 This includes, but is not limited to, fundraising activities conducted by the LSU Eunice
43 Foundation (annual fund drives, scholarships, endowments, unrestricted gifts), individual
44 academic divisions and programs, the LeDoux Library, Bengal Athletics, the LSUE Alumni
45 Association and other Foundation-sponsored accounts.

46 Additionally, anyone employed by, or associated with, LSU Eunice who solicits funds,
47 goods, or services from any individual, organization, company, or federal, state, or local
48 governmental agency on behalf of the LSU Eunice Foundation needs prior approval from
49 the Executive Director, the Chancellor, and the LSU Eunice Foundation Board. This
50 includes student campus organizations (see attached form).

51 E. The financial records of the Foundation shall be audited annually in a manner approved
52 by the Board of Directors. The Foundation shall publish an annual report of its activities.
53 The report shall include statements of revenues and expenditures and other standard
54 information commonly found in annual reports. The report shall be available for public
55 inspection and distributed to the campus community. Copies shall be available in the
56 college library and forwarded to the LSU Board of Supervisors.

57 Other Fund Raising Activities

58 All fundraising requests for college sponsored groups and activities must be reviewed by the
59 Vice Chancellor for Student Affairs. Upon approval, a representative of the group should
60 complete a Fundraising Request Form for review by the Executive Director of the LSU Eunice
61 Foundation. Normal fundraising activities conducted by college sponsored clubs and groups
62 must be related to the purpose of the College. Solicitation of advertisements for projects by
63 student groups or organizations is considered fundraising and must be treated as such. All
64 funds acquired through fundraising projects must be handled in compliance with PS 16.

