



Policy Name	University Fund Raising Policies and Guidelines (DOF-002)	Prepared by:	University Advancement Office & Office of the VC for Mission, External Affairs & Advancement
Contact Office	OVCMEAA & UAO	Approved by:	Academic & Operations Councils
Contact Number/s	local 3004, 3017 or 3192	Implemented: Review Date:	Aug. 2006 to Present October 2014

A. GUIDING PRINCIPLES

Funds provide essential resources to enable the University and its constituents to operate and to accomplish its targets. The University recognizes the importance of funds raised through other means (apart from the tuition and other fees) such as donations, sponsorship and solicitations. The University welcomes all forms of funding assistance. It however reserves the right to accept and refuse such funds or resources as it sees fit.

B. GENERAL GUIDELINES

1. This policy covers all University units, campus-based organizations and associations and other entities that use University facilities, resources and the Lasallian identity (i.e. name, logo and other signatures).
2. Policies relating to the solicitation and acknowledgement of gifts and donations are approved by the Office of the President upon the recommendation of the Academic Council (for Academic units), the Operations Council (for Non-academic units) and the University Advancement Committee (for multi-sectoral initiatives).
3. The solicitation of funds or donations in exchange for the naming of University assets (i.e. structures, programs, events or places among others) is allowed provided it complies with the University's Naming Rights Policy.
4. For Donations:
 - a. Donations may be sought or received for any purpose provided that it is consistent with the general objectives, priority thrusts and principles of the University.
 - b. Donations shall be held as endowment funds if so directed by the donor or be used for specific purposes unless otherwise expressed by the donor. However, such donations may be used by the University for purposes it shall decide or the donor may designate provided those purposes are consistent with those of the University.
 - c. In all cases when there is doubt on the acceptability of a donation, the appropriate body (cited above) may be consulted.
 - d. The memo of the Brother President dated 27 September 2004 (re: donations to the scholarship endowment fund) may be referred to for gifts and donations coming from school contractors, suppliers and business partners.
5. For Fund Raising through Sponsorship or Solicitation Activities:
 - a. All proposals for fund raising activities and solicitations of University units and organizations/associations are to be checked by the University Advancement Office (UAO) or Office of the Vice Chancellor for Mission, External Affairs and Advancement (OVCMEAA) or designated representatives (e.g. Collegiate Advancement Committee)
 - b. University units or organizations intending to conduct any form of fund raising must accomplish and submit the University Fund Raising Form (see reverse side). And submit the following supporting documents:
 - i. Detailed project/activity proposal and other pertinent supporting documents
 - ii. Sample solicitation letter, sponsorship package or marketing plan
 - iii. Financial projection (estimated gross income, expected expenditures and net income)
 - c. **Approval Sequence of Fund Raising Proposals**

Organizer	Class/Subject Related (localized, institutional or external)	Department/ College (localized, institutional or external)	Student or Program Council or Organization (RSO, PAG)	Sector/Unit
Requested by:	Class President & Subject Teacher	Project Proponent	Project Proponent	Project Proponent
Noted by:	Class Adviser or Subject Coordinator	Department Chair	Adviser	President or Unit Head/s
Checked by:	College Advancement Committee or CAC (local) or UAO (institutional or external)	CAC (local) or UAO (institutional or external)	UAO	UAO
Endorsed by:	Department Chair (local) College Dean (institutional or external)	Associate Dean (local); College Dean (institutional or external)	Dean (Students or College)	OVCAR: Academic Unit, FA OVCFAS: Admin & Finance Unit, Kabalikat OVCMEAA: DLSAA-D, POLCA
Approved by:	College Dean (local) OVCAR (institutional or external)	College Dean (local); OVCAR (institutional or external)	OVCAR	Academic Council (for academic units, USC & FA); Operations Council (for non-academic units, KnD) UAC (for POLCA, DLSAA-D)

- d. Sharing of proceeds of funds/resources raised shall be as follows:
 - i. For in kind – receiving or beneficiary unit/organization (for perishables and other assets)
 - ii. For cash (net income):
 - P 10,000 and below – voluntary contribution*
 - P 10,001 to 50,000 – 20 percent*
 - P 50,001 to 100,000 – 15 percent*
 - P 100,001 and up – 10 percent*

* Proceeds will go to the One La Salle Scholarship Endowment Fund

- e. The sponsoring unit can identify the beneficiary of the remaining percentage proceeds of the activity.
- f. Organizations/Units that conduct any form of fundraising are required to submit a financial report to the Accounting Office copy furnished the UAO 15 working days after completion/conduct of the activity. Please refer to Fund Raising Report Form for reference (DOF-004).

PLEASE ACCOMPLISH THE FUND RAISING FORM ON THE REVERSE SIDE



UNIVERSITY FUND RAISING FORM

ACTIVITY/PROJECT: _____

PROPONENT/SPONSORING UNIT: _____

TYPE OF FUND RAISING (please check all that apply):

- | | |
|---|-----------------------------------|
| <input type="radio"/> Solicitation | <input type="radio"/> Sponsorship |
| <input type="radio"/> Sale of merchandise/tickets | <input type="radio"/> Event |
| <input type="radio"/> Others (please specify) _____ | |

DATE/S, TIME & VENUE: _____

TARGET BENEFICIARY: _____

PARTICIPANTS/TARGET MARKET: _____

	Name & Designation	Signature	Date
Requested by:			
Noted by:			
Checked by:			
Endorsed by:			
Approved by:			

REMARKS (FOR UAO & OVCMEAA USE ONLY)
<p>Deficiencies:</p> <ul style="list-style-type: none"> <input type="radio"/> Financial Projection (Gross Income, Expenses & Net Income) <input type="radio"/> Contact Details of Prospective Donors/Sponsors <input type="radio"/> Sample Solicitation/Sponsorship Letter <input type="radio"/> Sample Sponsorship Package <input type="radio"/> See UAO for Comments/Feedback <input type="radio"/> See Comments in Project Proposal & Attachments <input type="radio"/> Others: _____
<p>ACTIVITY#: _____ TERM: _____ SY: _____</p>

Important: All University Fund Raising forms must be accomplished and submitted to the University Advancement Office on or before the 1st week of July (for 1st semester projects) and 3rd week of October (for 2nd semester projects.)

PLEASE SEE REVERSE SIDE FOR GUIDELINES AND PROCEDURES