



Policy Name	University Fund Raising Policies and Guidelines (UAO-002)	Prepared by:	University Advancement Office & Office of the VC for Mission, External Affairs & Advancement
Contact Office	OVCMEAA & UAO	Approved by:	Academic & Operations Councils as endorsed by University Advancement Committee
Contact Number/s	local 3004, 3017 or 3192	Implemented: Review Date:	August 2006 to Present (Revised: Jan. 2019) October 2019

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, subject/class-based projects, 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, 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. High School Administrators or Collegiate Advancement Committee). For activities with trade bazaar and selling opportunities as part of their sponsorship deal, organizer to secure bazaar guidelines clearance from the Lasallian Community Development Center (LCDC). For merchandises with University Identity, secure clearance from the Intellectual Property Rights Division of the University Research Office and the Marketing Communications Office.
 - b. University units or organizations intending to conduct any form of fund raising activities 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; list of target sponsors
 - 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	
Noted by:	High School: Class Adviser College: Class Adviser or Subject Coordinator	JHS Subject Moderator SHS Track Coordinator Department Chair	Adviser	President or Unit Head/s
Checked by:	Lasallian Community Development Center – for activities with Bazaar or trade exhibitors Marketing Communications Office and Intellectual Property Division (URO) – for items/merchandise that bear DLSU-D logo, signature and other identifiers			
Checked by:	High School: Subject Moderator/Track Coordinator (local) or UAO (institutional or external) College: College Advancement Committee or CAC (local) or UAO (institutional or external)	HS Asst. Director (local) or UAO (institutional or external) College Advancement Committee or CAC (local) or UAO (institutional or external)	UAO	
Endorsed by:	High School: Asst. Director (local)/Director (institutional or external) College: Department Chair (local)/College Dean (institutional or external)	HS Director (local/institutional or external) Associate Dean (local); College Dean (institutional or external)	Student Services Coordinator Dean (Students or College)	OVCAR: Academic Unit, FA OVCFAS: Admin & Finance Unit, Kabalikat OVCMEAA: DLSAA-D, POLCA
Approved by:	HS Director (local) College Dean (local) OVCAR (institutional or external)	OVCAR (HS local/institutional or external) College Dean (local) OVCAR (institutional or external)	HS Director (local) OVCAR (institutional or external) OVCAR	Academic Council (for academic units, USC & FA); Operations Council (for non-academic units, KnD) UAC (for POLCA, DLSDA)

- d. All organizations (with the exemption of subject/class based projects) should submit fund raising proposal with fund raising form and the prescribed attachments to the UAO on its prescribed deadlines. Inability to comply would merit the following:
 - i. Ineligibility to be considered for the Best Fund Raising Category of Luntiang Parangal for the current year
 - ii. 50 percent of the net cash income should be donated to the One La Salle Scholarship Endowment Fund
- e. Sharing of proceeds of fund/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): ₱ 10,000 and below – voluntary contribution; ₱ 10,001 to 50,000 – 20 percent; ₱ 50,001 to 100,000 – 15 percent*; ₱ 100,001 and up – 10 percent*

* Proceeds will go to the One La Salle Scholarship Endowment Fund or to the organization's identified beneficiary
- f. The sponsoring unit can identify the beneficiary of the remaining percentage proceeds of the activity.
- g. Organizations/Units that conduct any form of fundraising are required to submit a financial report to 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

(Revised January 2019)

Activity/Project			
Proponent/Sponsoring Unit			
Type of Fund Raising Activity (please check all that applies)			
<input type="checkbox"/>	Solicitation	<input type="checkbox"/>	Sponsorship
<input type="checkbox"/>	Sale of Merchandise	<input type="checkbox"/>	Event
<input type="checkbox"/>	Others (please specify)		
Date/s, Time & Venue			
Beneficiary/ies			
Participants			

	Name & Designation	Signature	Date
Requested by:			
Noted by:			
Checked by MCO & IPO:			
Checked by UAO or CAC:			
Endorsed by:			
Approved by:			

- For activities with bazaar/booth selling opportunities, please consult the LCDC Bazaar Guidelines.
- For merchandise bearing University Identity (logo, name, etc.), please consult the Intellectual Property Division of the URO and secure approval of the merchandise design from MCO.

REMARKS (FOR UAO & OVCMEAA USE ONLY)

Attachments/Deficiencies:

- Project Proposal/Overview
- Financial Projection (Gross Income Less Expenses = Net Income)
- Draft of Solicitation/Sponsorship Letter
- Draft of Sponsorship Package (if applicable)
- List of Prospective Donors/Sponsors and Contact Details
- See Comments in Project Proposal & Attachments
- See UAO for Comments/Feedback
- Others: _____

1. Date Received by UAO _____ Date Released by UAO _____ Remarks _____

2. Date Received by UAO _____ Date Released by UAO _____ Remarks _____

3. Date Received by UAO _____ Date Released by UAO _____ Remarks _____

ACTIVITY#:

TERM:

SY:

This form must be accomplished and submitted to the University Advancement Office/Office of the Vice Chancellor for Mission, External Affairs and Advancement on or before the prescribed deadline or two weeks after the start of classes.

PLEASE SEE REVERSE SIDE FOR GUIDELINES AND PROCEDURES