

# **SUL ROSS STATE UNIVERSITY**

*A Member of the Texas State University System*

## **SRSU Policy: Fund-Raising Policy Statement**

**SRSU Policy ID: APM 2.26**

**Policy Reviewed by: Office of Development and Advancement**

**Approval Authority: Executive Cabinet**

**Date: October 14, 2025**

**Next Review Date: October 14, 2030**

### **I. PURPOSE**

- A. The purpose of this statement is to:
  - 1. establish procedures for all fund-raising for Sul Ross State University;
  - 2. establish guidelines/procedures for cultivation/solicitation of investor(s)/donor(s);
  - 3. establish guidelines/procedures for the acceptance of gifts and contracts.

### **II. FUND-RAISING POLICIES AND PROCEDURES**

- A. The Office of Development and Advancement, the fund-raising arm of Sul Ross State University, is managed by the Vice President for Development and Advancement. The Vice President for Development and Advancement is the chief fund-raising officer and responsible for the coordination of all fund-raising activities, administration of staff, and management of processes related to the cultivation, solicitation and proper stewardship of all investor(s)/donor(s) on behalf of Sul Ross State University.
- B. Sul Ross State University will involve most members of its internal community in its fund-raising programs. Every initiative to raise funds, and to seek investments for an academic or other unit of Sul Ross State University, must first be approved by the appropriate Department Chair, Dean/Director, and the Advancement Office. Upon the initial review and approval by the Vice President of Development and Advancement the initiative shall be reported to the Executive Cabinet.
- C. Fund-raising efforts including cultivation/solicitation and even preliminary discussions by a member of the University community or a unit of the University directed toward a corporation, a foundation, a state or federal agency, or an individual must be approved by the appropriate Department Chair, Dean/Director and the Office of Development and Advancement in order to avoid repeated, simultaneous or uncoordinated solicitation of the same prospective investor(s)/donor(s). Fund-raising initiatives must identify required University commitments including: matching fund requirements, office space and/or other facility requirements, existing and additional personnel requirements and institutional requirements. The University's ability and willingness to meet these requirements must be confirmed by the Executive Cabinet. Coordination and oversight is the primary goal of this policy. Often, no more than one proposal from an

# SUL ROSS STATE UNIVERSITY

*A Member of the Texas State University System*

institution or organization will be considered by these funding organizations or agencies within the twelve month funding period encompassing their fiscal year increasing the importance of coordination.

- D. Traditional student fund-raising activities, such as car washes, bake sales, auctions etc., conducted by student organizations and clubs recognized by the University are not subject to this policy.
- E. The Office of Development and Advancement shall be notified of all gifts received. All checks along with accompanying documentation shall be taken to the Office of Development and Advancement for processing. Any special instructions from the investor(s)/donor(s) pertaining to the gift or grant should be emphasized.

Example: Letter stating that donor(s) want the money deposited in the \_\_\_\_\_ Fund, in memory/honor of \_\_\_\_\_ and the acknowledgement to be sent to \_\_\_\_\_ at \_\_\_\_\_ address.

Example: Grant money to be utilized by the \_\_\_\_\_ Department for \_\_\_\_\_ purpose intended.

- F. Most gifts do not require formal acceptance by a University official. However, most grants and all contracts require acceptance by an authorized University official; usually the President or his/her designee.
- G. Gift means a transfer of money, securities, physical or tangible personal and real property carrying with it no rights, privileges, benefits or advantages from the University for the investor(s)/donor(s). A gift or grant is made for the benefit of the University. A gift is a voluntary transfer of property from one to another without consideration. It may be assigned to a unit/department of the University normally with the purpose of supporting a particular program or project.
- H. The Office of Research and Sponsored Programs  
  
"Externally sponsored programs" are defined as those activities, funded whole or in part, by sources external to the University ("sponsor(s)") for which there is an expectation (implied or specifically stated) on the part of the sponsor(s) for performance, deliverable(s) or outcome(s). To be covered under this policy, the sponsor must require the University to enter into a formal agreement such as a grant, contract, cooperative agreement, or other legally binding means of transfer. For further information, please refer Operating Policy 21:1 Externally Sponsored Grants and Contracts Pre-Award and 21:2 Externally Sponsored Grants and Contracts Post-Award
- I. Sul Ross State University reserves the right to accept or reject any and all gifts, grants and contracts.

# **SUL ROSS STATE UNIVERSITY**

*A Member of the Texas State University System*

## **J. REAL ESTATE GIFTS**

- A. Sul Ross State University occasionally receives gifts of real property. The acceptance of any gift of real property requires prior approval by the Board of Regents, Texas State University System. In some cases Sul Ross will offer for resale any real property received as gifts, subject to investor(s)/donor(s) instructions. The proceeds will be used for the purpose specified by the donor(s). The following procedure must be met for the acquisition of any interest in real property, in any capacity, prior to acceptance or recording of any documents.

The Executive Cabinet will analyze the following, among other things:

1. the University's need for or future use of the property;
2. the condition of any improvements located on the property;
3. current and potential zoning, land use and concurrency issues;
4. any cost associated with holding the property for use or resale;
5. availability and value of mineral rights;
6. market condition for resale or the ultimate disposability of the property.

## **B. Appraisal**

1. The IRS requires the investor(s)/donor(s) to obtain an appraisal if the value of the real property is over \$5,000 and the investor(s)/donor(s) wishes to claim a charitable contribution for income tax purposes. Appraisals are the responsibility of the investor(s)/donor(s). For proper accounting, marketing and investor(s)/donor(s) recognition purposes, an appraisal is requested for all real property gifts. In the absence of an appraisal, the real property will initially be recorded at \$1.00.
2. Sul Ross State University reserves the right to accept or reject any and all gifts of real property.