

**SUBJECT: Fundraising**

---

**PURPOSE:**

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

**DEFINITIONS:**

1. 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.
2. Gifts include any type of contribution including, but not limited to, money, grants, bonds, stocks, property, equipment, supplies, and labor.

**POLICY:**  
**The LSUE Foundation**

1. The LSU Eunice Foundation exists as a non-profit organization with the sole purpose being to enhance the fundraising efforts of LSU Eunice.
2. All activities of the LSU Eunice Foundation shall be related to the stated purposes and mission of the College.
3. 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.
4. 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 campus units or functions. All such funds received by the Foundation are subject to all Foundation rules and procedures--including approvals for disbursement--as contained in the Foundation's bylaws and constitution.

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

**SUBJECT: Fundraising**

---

- 42  
43  
44       Additionally, anyone employed by, or associated with, LSU Eunice who solicits funds,  
45       goods, or services from any individual, organization, company, or federal, state, or local  
46       governmental agency on behalf of the LSU Eunice Foundation needs prior approval from  
47       the Executive Director, the Chancellor, and the LSU Eunice Foundation Board. This  
48       includes student campus organizations.(See attached form.)  
49  
50       5. The financial records of the Foundation shall be audited annually in a manner approved by  
51       the Board of Directors. The Foundation shall publish an annual report of its activities. The  
52       report shall include statements of revenues and expenditures and other standard  
53       information commonly found in annual reports. The report shall be available for public  
54       inspection and distributed to the campus community. Copies shall be available in the  
55       college library and forwarded to the LSU Board of Supervisors.

56                                       Other Fund Raising Activities  
57

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.  
65

66       The Fundraising Request Form is located on the LSUE website:  
67       <http://web.lsue.edu/docs/Alumni/Fundraising.pdf>

LSUE Routing Form\*

For

LSUE FOUNDATION REQUEST FOR APPROVAL OF FUNDRAISING EVENT OR ACTIVITY

Signature below denotes approval of the event and conditions as stated on the attached LSUE Foundation Request for Approval of Fundraising Event or Activity Form. Signature also certifies that the event or activity is principally being conducted for fundraising or development purposes.

Signature:

_____	Requesting Administrator	Date: _____
_____	Please Print Name	E-mail: _____
_____	Department	Phone: _____

Required:

_____	LSUE Foundation Madelaine Landry, Director	Date: _____
_____	LSUE Chancellor Dr. William J. Nunez, III	Date: _____
_____	LSUE Business Affairs Amanda Borne, Accountant	Date: _____

*\*Routing form must accompany the LSUE Foundation Request for Approval of Fundraising Event or Activity form. All signatures are required. Please forward to LSUE Foundation, S-108 to attention of Madelaine Landry, Ex. Director.*

.....  
*For Office Use Only*

Received completed and signed request forms

LSUE Foundation \_\_\_\_\_



**REQUEST FOR APPROVAL OF FUNDRAISING EVENT OR ACTIVITY**

LSUE Foundation Account Name: \_\_\_\_\_

Account Administrator: \_\_\_\_\_

**DESCRIPTION OF EVENT OR ACTIVITY**

Please complete the following required information regarding the fundraising event or activity of which approval to deposit proceeds to an LSUE Foundation beneficiary account is requested:

Description of event/activity, including types of revenue to be deposited:

\_\_\_\_\_  
\_\_\_\_\_

Fundraising Purpose:

\_\_\_\_\_  
\_\_\_\_\_

Date of Event/Activity: \_\_\_\_\_

Foundation Account Number: \_\_\_\_\_

Signature of requesting Account Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED**

*By signature, LSUE Foundation grants approval to this request to deposit proceeds from the event or activity in an LSUE Foundation account. The LSUE Foundation certifies that the event or activity is principally being conducted for fundraising or development purposes.*

LSUE Foundation \_\_\_\_\_ Date: \_\_\_\_\_