

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.

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

Other Fundraising Activities

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Normal fundraising activities conducted by college sponsored clubs and groups must be related to the purpose of the College. Such fundraising shall comply with the procedures set forth in [PS No. 1](#).



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: _____