

Guidelines for Charitable Giving Using University of Dayton Funds

Approved March 8, 2011

Purpose

The purpose of the guidelines is to monitor monetary donations across University units to charitable organizations/causes; provide executive direction for *large* donations (those greater than \$1,000); and develop a centralized tracking system for charitable giving by the University. Given the recent increase in fundraising activity as well as the levels of giving sought by charitable and arts organizations, review by the University's executive leadership is warranted for large donations. These guidelines generally address expenditures made via line items "5340 - Donations", as well as "5120 - Advertising" when that line item is used to purchase ads for charitable causes as opposed to position openings and other university advertising.

The donation of university department time for community outreach activities such as United Way Volunteer Day, the marketing activities of particular department such as Athletics, and the proceeds from fundraising events by university employees and students on behalf of charitable organizations are not covered under this policy. Nor is time spent by students as part of service learning activities considered part of this policy as systems and reporting procedures are in place for said activities.

Authority and Procedures

Deans and vice presidents have authority to provide university funds to charitable organizations/causes in amounts less than or equal to \$1,000 annually. Contributions are to be consistent with the values and principles held by the University of Dayton as a Catholic Marianist university. If there is a question as to whether a contribution meets this criterion, the question is to be forwarded to the Government & Regional Relations Director who will bring it to the Rector for clarification and input. Once the decision has been made to provide university funding, a copy of the completed Accounts Payable paperwork will be provided *by the sponsoring unit of the university* to the Government & Regional Relations Director so as to create a centralized file for university giving.

Donations greater than \$1,000 will require notice be made by the appropriate dean or vice president to the Government & Regional Relations Director prior to committing university funds. The Government & Regional Relations Director will alert other deans and vice presidents in the potential event that soliciting organizations are making appeals to a number of units of the University. The Government & Regional Relations Director will consult the President or Provost to ensure proposed university donations greater than \$1,000 are considered in accordance with the values, principles, and, most notably, *the priorities* of the University. While a given solicitation may meet all criteria, it does not necessarily follow that the expenditure of university funds will be approved.

The Government & Regional Relations Director will advise the dean or vice president proposing the contribution as to the direction of the President or Provost. In the event the expenditure is approved, a copy of the completed paperwork sent to Accounts Payable will be provided by the sponsoring unit of the university to the Government & Regional Relations Director so as to create a centralized file for university giving.

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