

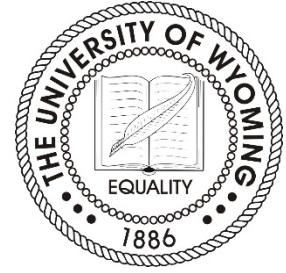
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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Private Fundraising Activities

**Number:** UW Regulation 12-1

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### I. PURPOSE

The primary task of the Office of Institutional Advancement, through the University of Wyoming Foundation, is to seek and obtain private contributions as a supplement to appropriated and other public monies for the support of the University of Wyoming and its many and varied programs and projects. In order to accomplish this task, the cooperation and support of all segments of the University is vital. It is important to have one central office that evaluates, coordinates, and documents private fund support. All references in this Regulation to tasks to be performed by and through the Office of Institutional Advancement shall be deemed to include the University of Wyoming Foundation, a separate nonprofit corporation.

### II. POLICY

In addition to this Regulation, the University of Wyoming and the University of Wyoming Foundation shall maintain a Memorandum of Agreement addressing fundraising efforts, including but not limited to designating the University of Wyoming Foundation as its principal fundraising organization, identifying priorities, outlining management of gifts and donations, and detailing University support.

### III. ACCOUNTS AND FUNDS

All contributions for the use and benefit of any activity, college, department, program, students, or purpose of the University must be promptly reported to the Vice President for Institutional Advancement, who serves as the President/CEO of the University of Wyoming Foundation, and deposited into such account or fund as the latter may direct, after consultation with appropriate University officers. The Vice President for Institutional Advancement shall be responsible for the coordination of the acceptance, deposit, and administration of private gifts, or devises, and shall provide assistance and direction to University personnel related to gifts.

### IV. GIFTS IN KIND

All tangible and intangible gifts, such as property (real and personal), corporate stocks and bonds, or other property of similar nature shall be reported to and channeled through the Office of Institutional Advancement. The Office of Institutional Advancement shall be responsible for securing and filing the appropriate deeds, titles, bills of sale, trust instruments

or other documents of a similar nature to assure proper conveyance and acceptance of such gifts. The Office of Institutional Advancement shall be responsible for maintaining a centralized depository for all documents or correspondence related to private gifts, bequests or trusts to the University.

## **V. APPRAISALS**

University officers, employees or agents shall not render or become directly involved in appraising gifts of real or personal property made to the University.

## **VI. ACKNOWLEDGMENT OF GIFTS**

The Office of Institutional Advancement shall be responsible for acknowledging, receiving, and recording all gifts to the University.

## **VII. UNIVERSITY OF WYOMING FOUNDATION FUNDRAISING PRIORITIES AND INITIATIVES**

All fund drives or solicitations shall be sponsored, sanctioned or pursued by the Office of Institutional Advancement in coordination with the campus entities identified as the gift beneficiaries. In consultation with the Vice President for Institutional Advancement, all campus fundraising priorities and initiatives and any capital campaign will be recommended by the President of the University to the University Board of Trustees for approval, modification, or disapproval.

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**Responsible Division/Unit:** Division of Institutional Advancement

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

University Regulation 33; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 9/12/2014 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 3-33, now UW Regulation 12-1

Revisions adopted 3/28/2019 Board of Trustees meeting