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A8.375 Fund Raising by a Recognized University Affiliated  
Volunteer Group or Non-Profit Organization

April 2014

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1. Purpose and Applicability

- a. To establish requirements and guidelines for fund raising campaigns and events whose intent is to generate funds to provide supplemental support to University programs which are related to or incidental to the primary purposes of the University. This procedure is pursuant to Board of Regents Policy Section 8-9, Fund Raising and Executive Policy E8.209, Fund Raising.
- b. To delegate approval authority for certain fund raising activities to Chancellors as provided for in E1.102, Authority to Manage and Control the Financial Affairs of the Unit as Stated in the Board of Regents Bylaws and Policies
- c. As provided for in Section G, Executive Policy E8.209, the campus Chancellor may make exemptions to the financial reporting requirements for volunteer groups and University affiliated non-profit organizations, e.g., for one-time fund raising events such as those associated with promoting and supporting culinary arts programs, when such fund raising efforts does not require commitment of University resources and it is in the best interest of the University. Such exceptions shall be included in the annual report to the President.
- d. As provided for in Sections 7-2 and 7-3 of Board of Regents Policies and Section G, Executive Policy E8.209, Fund Raising, Chartered Student Organizations and Registered Independent Organizations shall be exempt from the provisions of E8.209, but shall be subject to other

policies and procedures as may be promulgated and applicable to these organizations relating to fund raising.

- e. Provisions of this administrative procedure shall not apply to system-wide fund raising campaigns, which shall be subject to Board of Regents Policy Section 8-9a Fund Raising.

## 2. Definition

For purposes of this administrative procedure, fund raising campaign is defined as a sustained effort over an extended period of time or a highly visible public event that requires the commitment of University resources to raise funds to support University programs and is conducted by a recognized University affiliated volunteer group or nonprofit organization.

- a. A campaign may involve sponsorship and/or conduct of fund raising activities that may involve the sale of goods, wares, merchandise, or services and services such as event tickets through University ticketing services, in University buildings, or on or through systems under the jurisdiction of the University; and
- b. The use of University space in or on buildings or land under the jurisdiction of the University to display advertising, to promote, or to conduct operations to support fund raising and for communications or telecommunications purposes may be authorized in accordance with applicable policies and procedures.

## 3. Fund Raising Proposal Review Requirements

- a. University units or University departments planning to sponsor or conduct a fund raising campaign or highly visible public event in collaboration with a University recognized volunteer or non-profit organization shall submit to the respective campus Chancellor a written description and project plan of the proposed fund raising campaign or event. The fund raising campaign or event proposal shall include a description of the campaign or event with sufficient details that address, but are not limited to, the organization for the conduct of the

campaign or event, campaign or event details, anticipated benefits and outcomes, identification and analysis of potential issues/concerns, the name of the University recognized entity that will be conducting the fund raising activity, identification of University resource commitments and such other information to enable informed decision making.

b. Prior to submittal to the appropriate Chancellor, the University unit, department or office sponsoring the campaign or event shall consult with:

- 1) The respective campus Vice Chancellor for Administration for review relating but not limited to:
  - a) The appropriateness of the proposed fund raising campaign as it relates to the primary missions of the campus;
  - b) Potential conflicts with any existing affiliation agreements approved by the respective campus Chancellor;
  - c) Verification that the fund raising entity is a recognized University affiliated volunteer organization or non-profit organization; and
  - d) Other applicable administrative procedures, e.g., business and personnel policies, etc., are addressed.
- 2) The Office of the General Counsel and Legal Affairs for purposes of legal review and advice.
- 3) The Office of Human Resources (OHR) for purposes of conformity with applicable personnel administration policies, procedures, and agreements, e.g., Chapter 84, Standards of Conduct, as may be appropriate.
- 4) The Office of Procurement and Real Property Management (OPRPM) relating to whether the proposed fund raising campaign conflicts with any existing University contracts, and for purposes of conformity with applicable procurement and/or contract policy and procedures or affiliation agreement requirements, as may be appropriate.

- 5) The University of Hawai'i Foundation (UHF) relating to whether or not the proposed fund raising campaign conflicts with any other fund raising campaign or event commitments
- c. The respective campus Chancellor shall determine the appropriate approving authority for the fund raising proposal and take action in accordance with authority delegated or forward the proposal along with an analysis and such other information to enable informed decision-making to the appropriate higher approving authority along with a recommendation. Reference: Executive Policy E8.111, Authority to Execute Contractual Documents for Procuring Goods and Services and Entering into Athletic Context Agreement and Revenue-Generating Agreements for the Office of Intercollegiate Athletics, University of Hawai'i at Manoa
- 1) Agreements that commit significant University financial resources and/or have a significant impact on programs and policy requires prior approval of the Board. Agreements that do not commit significant financial resources and/or do not have significant impact on programs requires prior approval of the President. Reference: Board of Regent Policy Section 5-4, Affiliations and Cooperating Agencies with non-University Entities.

In the case of agreements that the President may enter into, the provisions of Executive Policy E8.105, Authority to Execute Contractual Documents for Procuring Goods, Services, and Construction, Granting Concessions on University Real Property and Entering into Cooperative Agreements, shall apply.

- d. The University unit or University department sponsoring the fund raising campaigns or events shall be responsible for providing oversight to ensure compliance with applicable policies and procedures.

#### 4. Guidelines

- a. Fund raising campaigns by recognized University affiliated volunteer or non-profit organizations shall be allowed only where such operations do not interfere with

University programs and activities and contribute to the sponsoring unit or department's mission.

- b. The recognized University affiliated volunteer or non-profit organization conducting the fund raising campaign shall be responsible for ensuring compliance with all applicable federal and state statutes, (e.g., HRS Chapter 84, Standards of Conduct), and University policies and procedures as may be applicable.
- c. All fund raising campaign agreements shall be in writing.
- d. Recognized University affiliated volunteer or non-profit organizations conducting fund raising activities on University premises shall indemnify the University and secure liability insurance to protect the University unless specifically exempted from these provisions by the appropriate campus Chancellor.
- e. In compliance with BOR Policy, Section 7-8d3), all funds or gifts, either monetary or in-kind, generated by 501(c)(3) booster organizations or contributed by individuals, corporations or other entities to support an intercollegiate athletics program shall be channeled through the University of Hawai'i Foundation. Funds or gifts shall be used in accordance with the donor's intent, and as assets of the Foundation shall be subject to its policies and procedures.