

Solicitation Programs

All annual fund programs and solicitations are to be carried out by the Development Office. All annual fund gifts will be received, deposited and processed by Development Office personnel.

Deans, directors, and department heads will be notified on a regular basis of all annual fund gifts given to their college or department. Gift notifications will include the name and address of each donor, the gift amount, the gift restriction, the date the gift was processed, and the account to which the gift was deposited.

Gifts received through the Development Office's annual fund are subject to a 15 percent handling fee to cover the cost of planning, soliciting, processing, acknowledging and recording.

Revised August 2002
March, 1990