

**University of Florida Foundation, Inc.**  
**Required Approvals for Solicitations**

Policy #: 2.03  
Effective Date: September 8, 2007  
Responsible Department: Administration

1. **PURPOSE**

To provide for policies and procedures regarding approval of solicitations.

2. **APPLICABILITY**

All fundraising projects or campaigns for the benefit of the University.

3. **POLICY**

All fundraising projects or campaigns for the benefit of the University must be pre-approved by the Vice President for Development and Alumni Affairs, and the appropriate Vice President, Dean, or Director, and must follow UFF policies and directives.

All construction or renovation projects require the approval of the President **before** solicitation begins. The President's approval is to be based on the recommendation of the appropriate Vice President, Dean, or Director which should include a list of all proposed naming opportunities in the facility and endorsement by the Vice President for Development and Alumni Affairs.

All proposals of \$50,000 to \$500,000 must be approved by the appropriate Development Manager and the appropriate Vice President, Dean, or Director prior to submission to the prospect.

Formal solicitations and **even preliminary** discussions with a prospect concerning gifts in excess of \$500,000 must comply with the following procedures. They must be approved in written draft form by the appropriate Development Manager, the Vice President for Development and Alumni Affairs, and the appropriate vice president, dean, or director prior to the solicitation and must subsequently be presented to the donor in writing.

4. **CLARIFICATION**

Requests for clarification of this policy should be sent to the Associate Vice President/COO ([lbram@uff.ufl.edu](mailto:lbram@uff.ufl.edu)).

Certified as approved by the Executive Committee of the UFF Board of Directors on:  
September 8, 2007

A handwritten signature in black ink, appearing to read "Susan G. Goffman". The signature is written in a cursive style with a large, stylized initial 'S'.

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Susan G. Goffman, Secretary

Revision history: Original version