NEIU | NORTHEASTERN ILLINOIS UNIVERSITY

University Policy

Volume A1: Advancement	**A1.2** **Charitable Solicitation by Internal Organizations and Employees** Effective Date: 11/30/2012 Last Revision: 06/12/2017	**Responsible Office:** Institutional Advancement
		Responsible Officer: Vice President for Institutional Advancement

POLICY STATEMENT

Charitable solicitation conducted by the University and directed at its employees, alumni, or other external audiences shall be conducted primarily by the Northeastern Illinois University (NEIU) Foundation.

Recognized internal organizations composed of employees of the University shall request permission to solicit contributions on behalf of the internal organizations such as: academic programs and departments, student programs and departments, or administrative offices.

This policy does not apply to the solicitation by students for student-led initiatives or by student clubs or student organizations.

PURPOSE OF THE POLICY

The purpose of this policy is to provide direction regarding the solicitation of or request for charitable contributions by internal organizations and employees. This policy does not provide guidance for any other forms of solicitation. Charitable solicitations by employees for their respective programs, offices, or departments must be approved by the respective Dean of a College or the respective Vice President for all areas other than the colleges. The Vice President for Institutional Advancement must concur with any approval granted.

WHO IS AFFECTED BY THIS POLICY

The University Community: faculty, staff, and internal organizations

DEFINITIONS

Solicitation: The act of asking for, appealing to or for, or endeavoring to persuade by asking.

Fundraising: The act of soliciting money in an event or through a fund drive for the benefit of particular organizations, agencies, or causes.

REGULATIONS

State Officials and Employees Ethics Act (5 ILCS 430/5-35)

I. Duty to Inform

University offices or organizations or employees are required to inform the Vice President for Institutional Advancement of plans to solicit for charitable purposes a minimum of 15 working days prior to the actual solicitation and to secure approvals from the respective Dean of the College and/or the respective Vice President within 10 working days of the actual solicitation. The University offices or organizations or employees will complete the Charitable Solicitations Form and secure the necessary approvals.

II. Acceptable Activities

University offices or organizations or employees are permitted to conduct the following on-campus sales and solicitation of funds for charitable purposes:

A. Admission fees for regularly scheduled University events and performances.

B. Admission fees for special events and activities sponsored by University offices or organizations (for example, guest lectures, conferences, workshops, and dances), as approved by:

1. Deans of the Colleges for academic programs and departments within the colleges;
2. Provost and Vice President for Academic Affairs for the Faculty Senate and for those academic affairs-related offices and academic programs not under the leadership of a Dean of a College;
3. Vice President for Student Affairs for Student Affairs offices, student support programs and centers, and the Student Union;
4. Vice President for Finance and Administration for child care facilities, and other Finance and Administration offices;
5. Vice President for Institutional Advancement for university related organizations, such as the Alumni Association and the NEIU Foundation;
6. President for all other activities.

C. Sale of goods that carry the name and/or logo of the sponsoring University office or organization, with approval of the respective Vice President.

1. Sale of goods that carry the University seal, mark or logo must be in compliance with standards and policy for use. All such use of the University seal, mark or logo must be approved by the Office of Institutional Advancement.
2. The University seal is not a logo and can only be used in an official manner. It is a copyright and its use must be approved by the Office of Institutional Advancement.

D. Fundraising by University offices or organizations or employees in support of appropriate activities and as approved by:

1. Deans of the Colleges for academic programs and departments within the colleges;
2. Provost and Vice President for Academic Affairs for the Faculty Senate and for those academic affairs-related offices and academic programs not under the leadership of a Dean of a College;
3. Vice President for Student Affairs for Student Affairs offices, student support programs and centers, and the Student Union;
4. Vice President for Finance and Administration for child care facilities, and other Finance and Administration offices;
5. Vice President for Institutional Advancement for University support groups, such as the Alumni Association and the NEIU Foundation;
6. President for all other activities;
7. The Vice President for Institutional Advancement will be notified of approvals granted.

III. Time, Place, and Manner

A. Time

For all University locations, on-campus/onsite sales and solicitations are permitted only during operational hours. If the activity has been approved in conjunction with a campus event, solicitation may occur only during that campus event.

B. Place

On-campus/onsite sales and solicitation may be conducted in the following locations (including but not limited to):

1. In the general vicinity of an approved event or activity when the sales and solicitation is conducted in conjunction with that event or activity.

2. In certain buildings and outside areas that are under the jurisdiction of the University and as governed by University policy provided that the use of the space and location has been approved by the Office of University Events.

C. Manner

1. All state and federal laws must be observed, as well as policies, rules and regulations of NEIU.
2. Such activity must not interfere with classes in session or obstruct the free flow of traffic, and must be carried out without shouting, electric voice amplification, harassment or disturbance of persons in the area, or any breach of peace.
3. The premises must be left in the same condition in which they are found.
4. Soliciting for the purpose of charitable contributions by one employee of another employee is prohibited during either employee's work time.
5. The use of the University's internal mail system or its electronic mail system by employees for the solicitation of charitable contributions is prohibited.
6. Any person who conducts sales or solicitation in the name of a University office or organization must be a University employee.

IV. Prohibited Activities

Pursuant to the State Officials and Employees Ethics Act, employees are prohibited from soliciting funds for any cause not affiliated with the University during working hours.

PROCEDURES

Internal organizations or employees seeking to solicit and/or request funds for charitable purposes will do the following:

1. Inform the Vice President for Institutional Advancement of plans to solicit for charitable purposes a minimum of 15 working days prior to the actual solicitation.
2. Complete the Charitable Solicitations Form and secure approval from the appropriate Dean and/or Vice President a minimum of 10 working days prior to the actual solicitation.
3. Submit the completed and approved Charitable Solicitations Form to the Vice President for Institutional Advancement within a minimum of 7 working days prior to the date of solicitation.
4. Deposit all funds within the NEIU Foundation or other designated fund as approved by the respective Dean and/or Vice President and within two working days of their receipt.

HISTORY

06/12/2017 – Updated contact information
08/26/2013 – Revised; revised policy code number
Formerly Administrative Memorandum No. 43 – Charitable Solicitation on Campus, effective 03/01/1995

APPENDIX

Appendix A – Charitable Solicitations Form

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	Email
VP for Institutional Advancement	(773) 442-4200	neiufoundation@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.

APPENDIX A

NEIU | NORTHEASTERN ILLINOIS UNIVERSITY

Charitable Solicitation Form

University offices, organizations or employees are required to inform the Vice President for Institutional Advancement of plans to solicit for charitable purposes a ***minimum*** of **15 working days** prior to the actual solicitation, and to secure approvals from the respective Dean of the College and/or the respective Vice President within 10 working days of the actual solicitation. The University offices, organizations or employees will complete the Charitable Solicitations Form and secure the necessary approvals.

UNIVERSITY UNIT / EMPLOYEES INVOLVED *(Please print or type)*

Name: _____
Person / Internal Organization / University Office seeking charitable funds

Name: _____
If an Internal Organization or University Office, NEIU Employee overseeing solicitation

PURPOSE OF SOLICITATION:

_____

_____

Date(s) of solicitation: _____

FUND INFORMATION:

Funds will be deposited into: ☐ University Account ☐ NEIU Foundation

Fund Name: _____ **Account #:** _____

METHOD(S) OF SOLICITATION:

☐ Personal solicitation of an individual external to NEIU

☐ Solicitation letters and/or e-mails

☐ Social media solicitation

REQUIRED ATTACHMENTS:

1) **List of intended audience for solicitation.** (May be emailed to neiufoundation@neiu.edu)
2) **Draft solicitation material and language**. (May include but is not limited to talking points, a solicitation letter, email, or social media posts.)

NEIU Development staff will review and approve intended audience for solicitation and solicitation material / language prior to solicitations.

REQUIRED SIGNATURES:

_____ _____
Name of Person(s) completing this form Department / Unit

_____ _____
Phone E-mail

_____ _____
Name of Dean / Vice President for Unit Date of Approval

_____
Date Received by Vice President for Institutional Advancement