



UNC CHARLOTTE

The University of North Carolina at Charlotte
9201 University City Boulevard
Charlotte, NC 28223-0001

To: Juli
COPY
Sent 3-6-06
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Office of the Chancellor
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March 9, 2006

Vice Chancellors
Deans

Dear Colleagues:

As the University grows, contributions from private sources are an increasingly critical source of funding. The University encourages a coordinated, strategic approach to fundraising. It is the responsibility of the Office of University Development, in consultation and coordination with the academic leadership, to solicit private contributions on behalf of all campus entities.

All solicitation of private contributions on behalf of any University entity must reflect established priorities. Priority-setting by the academic leadership, as well as coordination through the Office of University Development, is important before any solicitation takes place so that we:

- avoid multiple, overlapping solicitations of the same potential donors, whether they be individuals, foundations or corporations;
- are sensitive to our donors' desires for well-coordinated, strategic requests;
- ensure that University resources are being used wisely in support of University priorities;
- increase the chances that requests will be positively received and funded.

I am asking that any private fundraising initiative of any faculty or staff member in your respective areas of responsibility be thoroughly vetted by you in consultation with your respective Director of Development or Development Office contact person, and that prospect solicitation be cleared and coordinated through the Office of University Development.

Private funding sources may be pursued for those initiatives which meet the following criteria:

- The project is determined to be a strategic priority of the University, division, or college.

- Prospects have been identified for which the project has particular appeal and/or meets the funding criteria.
- Appropriate relationships have been cultivated with the prospective individual, corporate or foundation donors prior to any discussion of giving.
- The project is one for which you are prepared to devote your time and to work with your respective Development office contact person to raise funds.

Please remember that our University Policy Statement #28 directs that The Foundation of The University of North Carolina at Charlotte, Inc., (the "UNC Charlotte Foundation") and The Athletic Foundation of The University of North Carolina at Charlotte are the two chartered bodies specifically established and authorized to accept gifts from private sources for the benefit of the University. To comply with this policy, maintain accurate donor records, and appropriately acknowledge and receipt contributions, checks must be made payable to the UNC Charlotte Foundation (excepting Athletic Foundation contributions) and sent directly to the Office of University Development, which does business on behalf of the Foundation. For non-cash contributions, please contact the Office of University Development before accepting any items or property on behalf of the University.

Please communicate this information to your department heads, program directors, faculty, and staff. If you have any questions about soliciting and handling contributions, please contact Laura Simic, Associate Vice Chancellor for Development, at (704) 687-2271.

Sincerely,



Philip L. Dubois
Chancellor