

DF001 Fundraising Procedure Policy

Policy Type: Administrative/Operations
Responsible Administrator: Annette Carter,
Senior Director
Responsible Office: Office of Development

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Training Required: No
LCME Required: No

Approved by:



Marc J Kahn, MD, Dean

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Definitions

N/A

Statement of Purpose

This policy is intended to provide continuity and consistency regarding fundraising or the solicitation of financial support for the purpose of scholarships, programs and other such activities by staff, faculty and administrators or other UNLV affiliated personnel.

Entities Affected By This Policy

All employees of the Kirk Kerkorian School of Medicine at UNLV.

Required Acknowledgement

All employees of the Kirk Kerkorian School of Medicine at UNLV.

Policy

Responsibility for all fundraising and solicitations of private support from individuals, foundations, and businesses rests with the Development Office in the Kirk Kerkorian School of Medicine at UNLV ("KSOM") and the University of Nevada, Las Vegas Foundation ("UNLV Foundation"). Solicitation of private contributions and gifts-in-kind made by anyone for the benefit of the KSOM require prior approval from the Sr. Director of Development and the Dean. The intent of this policy is to maximize the effectiveness and efficiency of fundraising programs and to avoid confusion on the part of donors and prospective donors.

In order to provide continuity and consistency regarding fundraising or the solicitation of financial support for the purpose of scholarships, programs and other such activities by staff, faculty and administrators or other UNLV affiliated personnel, the Sr. Director of Development and the UNLV Foundation have outlined the following guidelines.

It is the practice of the KSOM that all the aforementioned revenue generating activities shall be processed and coordinated by the KSOM Development Office, in consultation with the UNLV Foundation. It is acknowledged that the benefits and rationale of these guidelines include:

- Transparency and alignment of appeals for funds, resource development and prospective donor solicitation.
- Minimization/elimination of potential duplication of appeals and solicitation of prospective donors.
- Implementation of targeted donor strategy in order to maximize contributions of prospective donors.
- Ensure that the priorities of the KSOM related to all fundraising and donor campaign initiatives are driven by the KSOM's Dean's Office through the Development Office.

Related Documents

[DF001.1 Fundraising Procedures](#)

Contacts

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