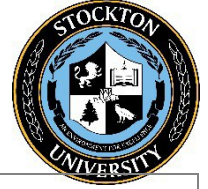


# STOCKTON UNIVERSITY



## POLICY

### Office of Development and Alumni Relations

Policy Administrator: Chief Development Officer / Executive Director of the University Foundation

Authority: N.J.A.C. 18A: 64-6

Effective Date: February 16, 2011; September 26, 2018

Index Cross-References: I-20 – Stockton University Foundation

Policy File Number: I-11

Approved By: Board of Trustees

Stockton University is a publicly funded institution of higher education. The fulfillment of its goals related to access and quality demand a wide range of development/fund-raising efforts to augment state appropriations. The Office of Development and Alumni Relations is mandated to coordinate, strengthen, and expand all University fundraising opportunities and programs.

**Comprehensive Development Plan:** the Office of Development and Alumni Relations is responsible for the formulation and implementation of a comprehensive, multi-faceted development plan for contributions of cash, real property, securities, and deferred gifts, from all possible sources (public and private, individual and corporate).

**Fund-Raising Events and Programs:** the Office of Development and Alumni Relations is responsible for the oversight and coordination of all University fundraising efforts initiated and organized by the Stockton Foundation and any affiliated organizations.

**Leadership and Donor Development:** the identification and cultivation of potential volunteer leadership as prospective donors are coordinated by Advancement Services in the Office of Development and Alumni Relations. Input from all members of the University community is invited. The cultivation of prospects shall be coordinated by the Office of Development and Alumni Relations and implemented by those individuals closest to each prospect.

**Gifts and Grants:** the Office of Development and Alumni Relations coordinates the solicitation and receipt of gifts and non-governmental grants that will reside in the accounts of the Stockton University Foundation, by individual members of the University community or department. Notice of preliminary and final applications of external funding sources for financial assistance to the University and for private research and professional development grants must be forwarded to the Office of Development and Alumni Relations. Upon notice of determination of award, the Office of Development and Alumni Relations shall be notified again by the grant recipient. Gift acceptance and recording shall be coordinated between the Office of Development and Alumni Relations and the Stockton University Foundation. Acknowledgements shall be coordinated between the Office of Development and Alumni Relations and the department or individual involved in solicitation and/or receipt of the gift.

The Office of Development and Alumni Relations is responsible for all fundraising activities, special events, and correspondence related to the Stockton University Foundation.

Review History:

	Date
Chief Development Officer	05/01/2018
General Counsel	06/27/2018
Cabinet	06/28/2018
President	07/02/2018
Board of Trustees	09/26/2018