



Policy Name:	Fundraising Activity
Approval Authority:	President's Council
Responsible Executive:	VP Advancement
Responsible Office(s):	Institutional Advancement
Effective:	July 2023
Expires:	January 2025
Last Revised:	N/A
Next Review Date:	N/A

## Fundraising Activity Policy

### Policy Statement

The Noorda College of Osteopathic Medicine is a private, for-profit institution. As the Noorda College of Osteopathic Medicine (Noorda-COM) puts forth greater efforts to secure private funding from individuals, corporations, private foundations, etc., there was a need to establish a separate 501 (c) 3 public charitable foundation which would govern fundraising activities and acceptance of donations to the college.

Noorda-COM has established a separate 501(c) (3) public charitable foundation (The Noorda College of Osteopathic Medicine Foundation aka the Noorda-COM Foundation) and has received designation by the Internal Revenue Service as a public charity. This allows the Noorda-COM Foundation to engage in fundraising activities and accept donations from individuals, corporations, foundations, associations, and other donors to support the university's vision, mission and values.

The establishment of this policy will ensure that all fundraising activity at Noorda-COM is handled through the Noorda-COM Foundation in a coordinated manner, will ensure that all gifts to the Noorda-COM Foundation are handled in the proper manner, will allow for a complete and accurate accounting of gifts and pledges, and will ensure that Noorda-COM Foundation is in compliance with IRS regulations and acceptable business practices.

### Entities/Parties Affected by the Policy

Administration  
Faculty  
Staff  
Students  
Third Parties

### Policy Procedures

The overarching purpose of this policy is to ensure that gifts are:

- Appropriate to the mission and needs of Noorda-COM;

- Allowable under the provisions of the Internal Revenue Code 501 (c) 3 and appropriate to the purpose of the Noorda-COM Foundation as outlined in its Articles of Incorporation.
- Impose no undue financial burdens upon Noorda-COM or the Noorda-COM Foundation;
- Written in reasonably broad and flexible terms (if gift is unrestricted) to maximize the usefulness to Noorda-COM and the Noorda-COM Foundation;
- Includes language (if gift is restricted) that permits the Noorda-COM Foundation to apply the gift to a related purpose in the event the designated purpose is no longer practical, necessary, or able to be performed.

Furthermore, this policy ensures that:

- Fundraising activities shall be informed by the Noorda-COM strategic plan and the Institutional Advancement fundraising plan, and carried out by the Noorda-COM Foundation in accordance with professional fundraising code of ethics, and with sensitivity and respect for donors.
- The Noorda-COM Foundation's fundraising activities shall be coordinated in a manner that serves the best interest of Noorda-COM and supports the college's priorities to the fullest extent possible.

The President & CEO is the final approval authority for all the college's fundraising activities and priorities, subject to reporting to, and according to the bylaws and operating agreement of, the Noorda College of Osteopathic Medicine Board of Trustees, the NMS Board of Managers, and the Noorda-COM Foundation Directors.

The President & CEO has designated the Office of Institutional Advancement with responsibility for the administration, oversight, and coordination of the Noorda-COM Foundation and all fundraising activities for the college. All fundraising activity on behalf of Noorda-COM programs and projects must be cleared with – and coordinated through – the Noorda-COM Foundation and the Office of Institutional Advancement. For the purposes of this policy, fundraising activity shall include but not be limited to:

- Gifts from individuals, corporations, alumni, private foundations, associations and other donors in support of all programs and activities at Noorda-COM; and
- In-kind contributions of items for use by Noorda-COM from external sources.

All Federal, State and Organizational grant submissions will also be overseen, coordinated, and managed through the Office of Research in collaboration with the Noorda-COM Office of Institutional Advancement and the Noorda-COM Foundation as appropriate.

Noorda-COM and the Noorda-COM Foundation value its donors and wish to protect them from multiple approaches for donations by the college community members. Therefore, all questions about gift prospects, donors, and fundraising issues should always be referred first to the Office of Institutional Advancement which will be responsible for managing a donor clearance process for the campus.

The Office of Institutional Advancement will be a resource for the campus community on researching prospective donors, private foundations, and in the preparation of solicitation requests. Furthermore, the Office of Institutional Advancement and the Office of Research will serve as the primary points of contact with any external agencies hired to assist the college with grant seeking efforts.

All gifts will be processed by the Office of Institutional Advancement on behalf of the Noorda-COM Foundation so that charitable tax receipt letters can be issued and funds will be forwarded to the Accounting office for distribution into the appropriate business unit account.

The Office of Institutional Advancement on behalf of the Noorda-COM Foundation will be responsible for all donor recognition and stewardship activities, and will coordinate such activities with the appropriate department, program or unit.

The management of all donor records will be coordinated and overseen by the Office of Institutional Advancement.

No fundraising consultants, individuals or firms will be hired to work on behalf of the Noorda College of Osteopathic Medicine without the prior approval of the President & CEO.

## Interpreting Authority

President's Council

## Statutory or Regulatory References

N/A

## Relevant Links

<https://www.case.org/resources/case-statement-ethics>

## Policy Adoption Review and Approval

President's Council  
Noorda-COM Board of Trustees