

**Clearance Policy to present philanthropic solicitations of \$1 million or more**

The following clearance policy is to be implemented by the KSU President with the university administration in conjunction with the KSU Foundation. The policy is intended to complement our efforts to produce a comprehensive system wide proposal to donors who have multiple interests across the university.

As of July 1, 2012, all intended philanthropic solicitations of \$1 million or more must be jointly approved by the President of Kansas State University and the President of the KSU Foundation before the appointment with the donor is scheduled or the solicitation presented to the donor. Development staff will work with their respective campus partner(s) to facilitate these requests to the Presidents. Notification of the intent to solicit will occur at the time clearance is requested through the updating of the annual plan. This action will allow for the timely notification of management teams within the university.

In addition, the policy will enhance our ability to produce a holistic representation of our institutional intentions to create a donor-driven proposal, and will aid in the upstream communication of these intentions with our development team for our “best” prospects and donors.

In the situation where a million dollar (plus) gift is offered without prior notification to the Foundation, the lead administrator of the unit receiving the gift will contact the President of the Foundation to clarify details of the gift and next steps for follow up.