

NAME: FUNDRAISING ACTIVITIES FOR SCHOLARSHIPS

ISSUING DEPARTMENT: VP for Finance and Administration

ISSUED DATE: June 2010

REVIEWED DATE: July 2011

APPROVING AUTHORITY: Cabinet (approved 9/14/10)

DATE REVISED:

#### DEFINITION OF POLICY/PROCEDURE

The PASSHE Board of Governors adopted policy 1996-01: Sources of Funding for University Scholarships January 18, 1996 which addressed what University funds could be used for scholarships. The policy, in part, indicates that E&G funds cannot be used for scholarships except for specific items. One identified item was camps, conferences, & similar event income (net of expenditures). This policy was later amended April 2, 2009 to allow use of E&G funds for scholarships for students only meeting specific criteria. However, the Office of the Chancellor has acknowledged the prior version of the BOG policy related to camps, conferences & similar events net profits can still be used for merit based scholarships.

#### PURPOSE

To provide a process, in compliance with BOG policy, to utilize profits from University related fundraising activities for merit based student scholarships.

#### SCOPE

This policy and related procedures will apply to all activities on the Mansfield University campus when profits are intended to be use for student scholarships.

#### FORMS

Information Needed to Establish a Cost Center Form

### RESPONSIBILITY

The VP for Finance and Administration will be responsible for review and updating this policy.

The Controller will be responsible for establishing, reviewing and updating procedures for the administration of this policy.

Event/Activity coordinator will be responsible for identifying any fundraising activity that will be used for student scholarships and ensuring all income/expenditures are processed through the University accounting system.

### PROCEDURE

The event/activity coordinator will contact the Controller's Office, Director of Accounting, to establish a cost center number for the activity which will be utilized for budget, income, and expense tracking.

Coordinator will process all fiscal transactions through the University accounting system using the established cost center for the activity.

Controller's Office will assess a 5% indirect cost on gross income to cover University E&G related cost to include facilities, custodial services, accounting services, security, etc. Non-E&G related expenses such as housing or dining services are separate from the 5% indirect charge and will need to be negotiated separately through Residence Life.

Controller's Office will allocate the net profit to the designated scholarship account as established with the coordinator.

See attached procedures for a more comprehensive outline.

### DISTRIBUTION

MU Policies/Procedures Directory will be distributed through the web and maintained by the staff of the designated offices.