

University Policy Number ER-001

Subject: Corporate and Foundation Relations Policy

Responsible Parties: Vice Presidents, Provost, the University's Executive Director of Government and External Relations and Institutional Advancement

I. SCOPE

In order to improve the University's relationship with corporations and foundations and in response to feedback from many such entities with whom we are engaged, we have developed this University wide policy regarding contact and fund raising with corporations and foundations. Any employee, college, department or unit of the University that is considering outreach to a corporation or foundation for any reason shall follow the procedures below prior to initiating any outside activity.

II. POLICY STATEMENT

1. A written outline and details of the proposed outreach are to be shared with the immediate supervisor and approval to proceed obtained from the appropriate Vice President, Provost or the University's Executive Director of Government and External Relations.
2. If solicitation of funding, in-kind gifts or any other material support will occur, the VP of Institutional Advancement must be consulted before contact with the external entity is made and VP approval must be obtained. All submissions to Institutional Advancement must be made at the beginning of the approval process to provide enough time for a proper review and to coordinate the effort with ongoing or other fundraising activity. This is to assist in the University's coordinated corporate relations program, help strengthen Institutional Advancement's fundraising activity and avoid any conflicts with on-going fundraising efforts with potential donors.
3. All monetary commitments and in-kind gifts received by the University must be reported to the Office of Institutional Advancement as the fundraising revenue must be channeled through the William Paterson University Foundation to ensure the proper receipting and recording of all gifts in accordance with federal tax law.
4. All funds are to be properly accounted for following standard University operating procedures.
5. Student internships with corporate entities (whether for credit or not) as well as part time positions and summer employment for students are an integral part of this University. To better track and understand our corporate relations, the establishment of all corporate student internships and student employment programs must be reported to the Career Development and Advisement Center. It will be the single repository for tracking and reporting on corporate outreach for student experiences as part of our effort to fully document student experiences

and placements. Prior discussion with the CDAC before outreach to corporations is required.

Adopted June 7, 2011 by the Cabinet of WPU