

f The intended gift would involve a high level of projected installation, maintenance, and/or software license costs

3. Acceptance of in-kind-gifts

- a. All gifts will be reviewed by UNLV Foundation in coordination with the Sr. Director of Development and the Dean of the Kirk Kerkorian School of Medicine at UNLV.
- b. Gifts-in-kind transferred to the school of medicine will be recorded and labeled as part of its inventory.
- c. Appropriate paperwork, including proposals/requests and gift agreements, must be completed with the Sr. Director of Development and submitted to the UNLV Foundation for review, processing, and final approval, consistent with UNLV Foundation, UNLV and Board of Regents' policies and applicable contract signature delegations.

Additional Guidance

Faculty and staff are required to adhere to the rules and regulations of institutional fundraising policies. All faculty and staff are to receive prior approval for all fundraising and coordinate the intake of income with the Sr. Director of Development. Before pursuing formal discussions with any potential donor there should be conversations with the Sr. Director of Development and the Dean to outline broad goals and objectives of the prospective solicitation and to insure compliance with prospect management guidance. There should be no consultation with an assigned donor without consultation with the prospect manager/principal assigned to that donor.

1. Faculty and staff with ideas for the solicitation of funds or gifts-in-kind to benefit programs and activities at the school of medicine should review and coordinate such plans with the Sr. Director of Development before action is taken.
2. Any faculty or staff member who seeks to establish any type of fundraising program in the name of the Kirk Kerkorian School of Medicine at UNLV from individuals, businesses, industry, foundation or community organizations shall follow these procedures prior to any solicitation taking place.
 - a. Before pursuing formal discussions with any potential or existing donor there should be conversations with the Sr. Director of Development and the Dean to outline broad goals and objectives of the prospective solicitation.
 - b. All formal requests to undertake fundraising initiatives or to solicit contributions shall be reviewed and approved with the Sr. Director of Development and the Dean. Annual requests for sponsorship of events will be submitted in October/November to vendor partners for the following year through the Sr. Director of Development.
 - c. Upon review and approval from the Sr. Director of Development, it is understood that prior to submission of formal written requests to potential donor(s), all supporting materials including mailing list, letter of request, and other related documents shall be reviewed and shared with the Sr. Director of Development. The Sr. Director of Development will assist with development and coordination of fundraising/solicitation strategy, plan and related activities where necessary.

E. Gifts will be refused when the purpose is:

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