

## **POLICY**

The purpose of this policy is to assure that corporate and foundation prospects are assigned to solicitors so as to produce the largest potential gift for the highest priority project. This policy also assures that corporate and foundation prospects are assigned in an equitable manner (see Clearinghouse / Set Aside Criteria). The policy also assures that only one Florida Tech entity is working with a prospect.

## **PROCEDURE**

1. The individual seeking funding contacts the corporate and foundations relations director to discuss the project proposed and any identified prospects to be evaluated.
2. The individual seeking funding submits to the corporate and foundations relations director the completed form titled Prospect Assignment Request. Submission by hard copy or e-mail is appropriate.
3. The director reviews the request in light of current projects and proposals under development universitywide and makes a recommendation. The director reviews the recommendation with the senior vice president for advancement.
4. The director returns the completed prospect assignment form to the submitter indicating whether or not the assignment can be made.
5. The submitter becomes, if the assignment is made, the solicitor for the prospect. This allows only the identified project and solicitor to contact the prospect for a period of three months.
6. During the assignment period, the solicitor must demonstrate by actions that the prospect is under cultivation. A short e-mail should be submitted to the director stating what conversations took place and the next step the solicitor will take with the prospect.
7. After three months, the actions with the prospect are reviewed by the director and if cultivation is moving forward, the assignment is extended for a second period of three months during which the same action reporting activities continue.
8. After the second time renewal (six months from assignment), a proposal must be under development or the prospect may be reconsidered for another project and solicitor.
9. If the fund seeker has a project to fund but does not know the specific corporations or foundations to approach, the corporate and foundation relations office will meet with him/her to discuss the project and develop several funding entities for assignment and cultivation.