External Consultants

Policy Type: Local
Responsible Office: Development and Alumni Relations
Initial Policy Approved: 05/01/2009
Revision Approved: 06/30/2021

Policy Statement and Purpose

This policy establishes guidelines for relationships with external fundraising vendors and consultants for Development and Alumni Relations, no matter the scope of the project.

Virginia Commonwealth University schools, centers, and units must obtain written permission from the applicable campus development officer and the vice president for Development and Alumni Relations to hire under contract an external consultant or firm to solicit funds for any part of the university. Any firm or person employed to work with university alumni, prospects and/or donors must follow all university policies and procedures, especially with regard to the security of university-owned data.

Noncompliance with this policy could result in disciplinary action up to and including termination. VCU supports an environment free from retaliation. Retaliation is prohibited against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation.

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Who Should Know This Policy
All university employees engaged in activities related to development and alumni relations are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

Definitions

Affiliated or institutionally-related foundations
VCU has affiliated philanthropic foundations that are separate 501(c)(3) charitable corporations organized to operate for the support of the university, while operating with their own self-governed boards and bylaws. They accept and invest gifts made in support of the university and its health system.

Contacts

The Office of Development and Alumni Relations officially interprets this policy. Office of Development and Alumni Relations is responsible for obtaining approval for any revisions as required by the policy Creating and Maintaining Policies and Procedures through the appropriate governance structures. Please direct policy questions to the vice president for Development and Alumni Relations.

Policy Specifics and Procedures

There are no procedures associated with this policy.

Forms

There are no forms associated with this policy.

Related Documents

1. Development and Alumni Relations Activities

Revision History

This policy supersedes the following archived policies:

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<th>Approval/Revision Date</th>
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<tr>
<td>5/2009</td>
<td>1.1 University Advancement Management Structure and the Relationship between Virginia Commonwealth University and the various affiliated University Foundations</td>
</tr>
<tr>
<td>1/2013</td>
<td>Policy on External Consultants and Firms</td>
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FAQ
There are no FAQ associated with this policy and procedures