



Idaho State University

POLICIES AND PROCEDURES

Athletics Development and Fundraising

ISUPP 8100

POLICY INFORMATION

Policy Section: *Athletics*

Policy Title: *Athletics Development and Fundraising*

Responsible Executive (RE): *Director of Athletics*

Sponsoring Organization (SO): *Department of Athletics*

Dates: Effective Date: *March 27, 2013*

Revised: *May 23, 2016*

Review Date: *May 2021*

I. POLICY STATEMENT

The Idaho State University (ISU) Department of Athletics (Department) is responsible for raising funds to supplement numerous projects and programs. These include the Bengal Athletic Boosters (BAB), capital improvement projects, endowed scholarship funding and various sport-specific funds including Learfield. The purpose of the policy is to specify the roles and responsibilities of coaches, Department staff, student-athletes, alumni, booster clubs and/or other internal or external individuals or groups in the athletics development process to ensure that proper Fundraising and stewardship practices are followed, and that there is strict adherence to required financial and reporting requirements in accordance with applicable state and federal law, National Collegiate Athletic Association (NCAA) and ISU regulations, and the policies of the State Board of Education and ISU administration.

II. DEFINITIONS

- A. **Fundraising:** can be in the form of an endowment, a capital campaign, corporate sales, BAB or sport specific clubs.

III. AUTHORITY AND RESPONSIBILITIES

- A. The main Fundraising arm of the Department is BAB, the Major Gift and Development Office, and Learfield. COACHES AND STAFF MEMBERS ARE NOT TO FUNDRAISE ON THEIR OWN. ALL FUNDRAISING CALLS MUST BE COORDINATED THROUGH THE EXECUTIVE DIRECTOR OF BAB, THE ASSISTANT ATHLETIC DIRECTOR FOR DEVELOPMENT AND MAJOR GIFTS, OR THE DIRECTOR OF ATHLETICS (AD).
- B. Department staff and coaches are expected to be integrally involved in cultivating financial support from the community and boosters for the various intercollegiate sports. Coaches should also be alert to opportunities for major gifts and/or sustained giving and advise BAB of potential donors. All Fundraising activities including, but not limited to, annual giving campaigns, special events, sales, endowments and booster-related efforts must be approved by the AD, the State Board of Education and/or Idaho State University Foundation Office (Foundation Office), as appropriate.

IV. PROCEDURES TO IMPLEMENT

- A. Bengal Athletic Boosters
 - 1. BAB is a non-profit organization established to help support the athletic program at ISU and is chartered with bylaws, elected officials, and a board of directors.
 - 2. The aims and purposes of BAB are:
 - a. To unite and encourage the friends and alumni of ISU in an organized effort and to increase their interest in ISU through enhancement of the athletic program.
 - b. To donate money to the Athletic Scholarship Fund for student-athletes at ISU
 - 3. BAB is under the guidance of the executive director, whose function is to encourage all friends and alumni to cooperate with the Fundraising efforts of ISU.
 - a. The executive director of BAB reports to the AD.
 - b. BAB works in conjunction with the Foundation Office and the Alumni Office.
 - 4. BAB's relationship to the intercollegiate athletic program is to help upgrade, enrich, and support the scholarship program for all of ISU's varsity programs.
 - 5. BAB holds an annual drive to raise funds for student-athlete scholarships.
 - 6. Rules compliance is a shared responsibility. To that end, the Compliance Office will provide rules education annually or as needed to prevent violations of NCAA, ISU, and Department regulations.

B. Types of Fundraising

1. Endowment

The Athletic Endowment is a scholarship program where money is raised for future scholarships.

2. Capital Campaign

A capital campaign is a major Fundraising campaign where the function is to raise money for a permanent item such as a building or facility.

3. Outside Individual/Groups

- a. Any individual or group can donate a gift-in-kind or funds to the Department.
- b. The AD must approve all gifts to an individual sports program.
- c. The NCAA and ISU require that all expenses for athletic programs at ISU must be paid through the Department (i.e. a gift for a coach or a scholarship for a student-athlete – see NCAA Bylaw 11).

4. Sports Clubs

- a. Sport Clubs have been developed to raise money for individual sports helping with their special needs (i.e. knee braces, recruiting, etc.).
- b. Funds raised for these clubs are under the direction of the executive director of BAB and the head coach.
- c. All funds are deposited through BAB and distributed to the appropriate sport account.