

PRAIRIE VIEW A&M UNIVERSITY
Administrative Procedures Manual

18.99.99.P0.01 Athletics - Affiliated Fund Raising Organizations

Issued: March 25, 2002

Supersedes: APM 75.01

1. General

All relationships with affiliated fund raising organizations providing support to the Athletics Department will be administered in accordance with System Policy 60.01, System Regulation 60.01.01, and Administrative Procedure 85.02.

2. Affiliated Fund Raising Organizations

- 2.1 To become affiliated, the fund raising organization must meet the requirements contained in Administrative Procedure 85.02.
- 2.2 The Director of Athletics will ask affiliated organizations to coordinate with the Athletic Department on any fund raising activities that are for the benefit of the Athletic Department. The purpose of this coordination will be to help ensure compliance with relevant NCAA or SWAC requirements, as well as to prevent conflicts with other activities.
- 2.3 The Director of Athletics will follow-up with the affiliated organization to ensure that proceeds are disbursed to the University.
- 2.4 The Director of Athletics will verify that all disbursements received are deposited into the appropriate account and used for the intended purpose.
- 2.5 The Director of Athletics will request written financial reports of fund raising activities for the Athletic Department. These reports will be obtained at least annually for inclusion in the required financial report for the NCAA. Copies of these reports will be maintained on file for audit purposes.

3. Unaffiliated Fund Raising Organizations

- 3.1 The University will not accept donations from fund raising organizations that have been established for the primary purpose to further the University, if the organization has not met the requirements to become affiliated. The Director of Athletics will notify the Director of Institutional Development and the Vice President for Finance and Administration of any such organizations identified.
- 3.2 The Director of Athletics will assist in the effort to help the organization to become affiliated. Organizations failing to cooperate with the University or to take timely actions to become affiliated, will be notified in writing of the University's requirements for affiliation.

Point of Contact: Director of Athletics