SDSM&T Foundation
FUNDRAISING HANDBOOK

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The Foundation exists to develop and manage private resources to support the mission and priorities of SD Mines, to support the needs of students, faculty, and staff, and to contribute to institutional excellence.

Fellow Hardrockers-

This handbook was designed to inform our partners about our fundraising practices and priorities. These materials are intended to provide background information and inform you of how we can work together to help collectively reach our fundraising goals.

We welcome your partnership and thank you for your time, your energy, and your help to ensure SD Mines students have the resources they need to graduate!

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Preparing the engineering and science leaders of tomorrow.

University and Foundation leadership are working together to ensure that SD Mines remains competitive in educating the next generation of leaders in engineering and science. This is an exciting time on campus, and we are forging an ambitious path focused on increasing scholarships, enhancing programs, and upgrading facilities.

CAMPUS PRIORITIES

Scholarships

All academic and athletic scholarships at Mines come from the sole support of private donors.

Financial support for scholarships is essential to continued student success and graduation rates and is the number one priority for the university.

Mines Annual Fund

The Mines Annual Fund, or unrestricted giving, provides a foundation on which university operations and programs rest. These gifts broadly support our efforts to provide student scholarships as well as faculty, department, and program support.

Mineral Industries Building

Surbeck Center Addition

Currently being planned with architects to determine full scope of project, plans, and refined cost projections.

The university strategic planning process currently underway will determine additional priorities going forward

There are many ways to give to the university that also contribute to the donor's personal and financial goals.

Our staff can help work with donors to find what works best for them.

Every gift matters and makes a difference.

WAYS TO GIVE TO THE UNIVERSITY

Gifts of Cash

May be made by currency, check, money order, bank draft or credit card.

Pledges

A gift the donor agrees to pay over a period of time.

Gifts of Stock

An individual can gift stock to the Foundation, take a charitable deduction for the fair market value and not pay taxes on the capital gains portion of the gift value. The gift value is established by the mean between the stock high and low price on the date transfer.

Gifts of Real Estate

Real estate includes homes, cabins, commercial buildings, farm land and other property. All proposed gifts of real estate are reviewed by the Foundation before the gift is accepted.

Gifts-in-Kind

Gifts in kind include donations of tangible personal property other than cash and securities such as equipment, software, licensing, furnishings, and books. Please contact the Foundation before transferring the property to assure proper acceptance procedures are followed.

Matching Gifts

A contribution could be doubled or even tripled by a matching gift company.

Life Insurance

An insurance agent will have forms to change the beneficiary and ownership designations to the Foundation.

WAYS TO GIVE TO THE UNIVERSITY

IRAs

The IRA charitable rollover allows taxpayers 70 ½ or older to transfer up to $100,000 annually from their IRA directly to charity without having to recognize the distribution as income. Also, your gift will qualify for your required minimum distribution with no federal income tax owed. You can initiate the gift through your IRA custodian.

Planned Gifts

Wills and Bequests

With the help of an advisor, language can be included in a will or trust specifying a gift be made to the SD Mines Foundation as part of an estate plan. The benefits of making a bequest include leaving a lasting legacy, lessening the tax burden on your estate, and impacting the lives of others through your gift.

Charitable Trusts

Trusts can provide life-time income for yourself or others while making a generous gift to charity. Our gift planning staff can prepare examples of charitable trusts that may fit a philanthropic and financial plan.

Charitable Gift Annuities

A gift annuity is a contract under which the Foundation, in return for a transfer of cash or securities, agrees to pay a fixed sum of money for a period measured by one or two lives. You can receive an attractive rate of return and have the pleasure of making a meaningful charitable gift to the Foundation.

Events can be an exciting way to introduce prospective and current donors to your faculty, students, and staff.

Relationships and networking are important factors in securing interest, and eventually funding for your projects and initiatives.

Here is how we can collaborate with you on a successful event.

FUNDRAISING WITH EVENTS

Department / Program Responsibilities

The department / program hosting a fundraising event is responsible for:

- Planning, conducting, and administering the fundraising event.

- Ensuring fundraising events have the intent to yield net proceeds to the University (i.e., yield a surplus after subtracting the expenses of conducting the event from the revenues collected), or have sufficient funds from other resources to cover any anticipated deficit .

- Ensuring compliance with university procurement rules, sales tax remittance requirements, and all other university policies and procedures.

- Ensuring that applicable sales tax is remitted in accordance with the appropriate campus procedures.

- Donor/Gift List - Recording and maintaining a complete donor/gift listing of all receipts and donor information for the event. The list shall include the legal name(s) of each donor, mailing address, email address, date of receipt, non-gift dollar amount, and, for company donors, a contact name.

- On-line registration capability requires the same information fields above for the Foundation to generate automated gift tax receipts to registrants via email.

- If hosting a raffle, the value of item(s) being raffled is required.

- Define value of meal, greens fees, silent auction items, or other sizeable items.

FUNDRAISING WITH EVENTS

Foundation Responsibilities

Foundation staff can serve in an advisory role and assist with the following:

- Registration link

- Guest lists for Foundation, student events, and conferences. Back-up for university events

- Emails for invitations and information

- Receipting – provide payment list, tax receipt to registrants when applicable

*Note – online registrants get an email transaction receipt when using a credit card

The Foundation is responsible for managing a variety of accounts for departments, student organizations, and more.

Please note: it is important to have necessary documentation for the reimbursement process to comply with federal guidelines.

Forms and processes are also found the Foundation's website.

REIMBURSEMENT

Reimbursement Process

Requests for payment from Foundation accounts must be submitted on the Foundation check reimbursement form and must include:

- Foundation account number

- Signature (approval) of person responsible for the account and printed name

- To whom the check should be written

- Total amount being requested

- Name of department or individual who will be picking up the check

- Original receipts--For scanning purposes, all papers that are submitted must be 8 ½ x 11. Receipts smaller than this size must be securely taped to 8 ½ x 11 sheets of paper.

Checks are cut weekly.

Provided that the correct check request form is complete and all necessary documentation is submitted, requests received by noon Monday will be ready for pickup at the Foundation office after 12 noon on Wednesday of the same week. Monday holidays may delay the check process.

No individual notification will be sent for check pickup.

REIMBURSEMENT

Purchase Order Process

IMPORTANT: When using Foundation funds, purchase orders are only needed if the vendor with which you are working will not allow you to purchase the item(s) and then invoice the School of Mines Foundation for payment.

If you need a Purchase Order:

• Use the Electronic Purchase Order Request Form https://foundation.sdsmt.edu/document.doc?id=32

• Fill out only the areas highlighted in yellow

• If you have scanning capabilities, scan the responsible person's signature for the Foundation account and insert it at the bottom of the request form.

• If you do not have scanning capabilities, include the responsible person's approval in your e-mail request.

• E-mail the form to Audrey.Boehm@sdsmt.edu She will prepare the purchase order and email it back to the person requesting it.

Please allow 24 hours (one business day) for processing purchase orders. The Foundation **does not** order the merchandise.

Once you receive the purchased item(s), submit the invoice with a check request, following the reimbursement process.

Travel Expenses

There is a travel expense report form that can be used when traveling. Please make sure this form is completed thoroughly and that detailed receipts are provided. In addition to the person providing the approval for the reimbursement, the person to be reimbursed must sign the form. Be sure to include the account number to be charged for the expense.

REPORTS

STEWARDSHIP

The Foundation provides a monthly report of donor gifts with names and addresses to departments for stewardship purposes. The report includes gifts to all the department specific funds.

Each department also receives a monthly report of account activity.

One of the most important parts of future gifts

Repeat donations come from relationships you build, and relationships are built through continued communication—not just the occasional ask.

What is it?

- Process of thanking people and reporting how their donation was used

- Ex: sending a thank you video via email, hand written notes with stickers, a newsletter with photos from your competition, postcards with your organization's picture and a brief message on the back, etc.

Why does it matter?

- Simple answer: people want to feel appreciated

- Repeat donations come from **relationships**, not just asks

- It's your responsibility

An important aspect of fundraising is being a good steward of the gifts and donations received. We understand the challenges associated with fundraising and showing appreciation along with timely reporting help retain the donors already acquired.

When you receive donations for your department have a plan to make sure those donors are being thanked. Keep track of special project funding and have a system in place to report to the donors about progress being made on those projects.

If you already have an avenue of communication (ex: newsletters), add your donors to the contact list. Use it to report on projects in progress, or significant gifts received. Showing appreciation can be done in any number of ways—get creative and keep it simple. Most donors don't need an elaborate thank you; they just want to know their gifts matter.

ALUMNI & DONOR DATABASE

The alumni and donor database is the sole database used for development activities and contact information for alumni communications. University employees with access to the database are not permitted to develop or use alternative databases for the purposes of alumni communication or development.

The database includes private information intended solely to support the missions of the University, the Alumni Association, the Hardrock Club, and the Foundation. The database and its contents will not be shared or disclosed to any unauthorized user or used for any purpose other than to advance the missions of these organizations.

Authorized Access
 A designated super-user from the Office of the President has full access to the database. The university super-user will manage other authorized university users and disseminate appropriate donor/alumni information to authorized university faculty/staff.

University employees may have access to the database in accordance with their role on campus. Employees or agents of the university shall complete the appropriate confidentiality and non-disclosure agreement before being given access to the database or to exported information from the database.

Employees shall receive initial orientation training on the database before being given access. Additional training will be completed as required.

Please contact Peggy Dixon at Peggy.Dixon@sdsmt.edu for more information on accessing the alumni and donor database.

The Foundation, Alumni Association and Hard Rock Club are three separate, independent 501(c)3 organizations. However, we coordinate our activities and actively collaborate to support the university. We all share the same database for alumni and donors.

- The Foundation focusses on activities and events related to fundraising.
- If you have questions about athletic fundraising or athletic activities, please contact the Hard Rock Club or the Athletic Department. https://gorockers.com/index.aspx
- If you would like information about alumni events or activities, please contact the Alumni Association. https://alumni.sdsmt.edu/

Alumni Association

The SD Mines Alumni Association is a vital partner in the University community by creating a range of opportunities for alumni to remain engaged.

The SD Mines Alumni Association advances the interests, influence, and reputation of the South Dakota School of Mines & Technology by fostering a sense of community among students, faculty, and alumni, through meaningful engagement, contributing to institutional excellence.

SD Mines Alumni benefit from meaningful connections and the University community is enriched by those relationships.

Hardrock Club

The Hardrock Club provides scholarship funds for our scholar-athletes as well as supports and promotes SD Mines and Hardrocker Athletics.

As the primary fundraising organization for Hardrocker Athletics, the Hardrock Club supports all 13 of our sports.

ONLINE ALUMNI DIRECTORY INSTRUCTIONS

The Online Alumni Directory is available to alumni, faculty and staff.

1. To access the Alumni Directory, navigate to the Alumni Association website (https://alumni.sdsmt.edu) and click on the "Login/Join" link. Review the "Terms of Use" policy which is available as a pdf *via* a link on the page. After reviewing the policy, click "New User Registration." Complete the registration and click "Submit." Your request for access will be reviewed by the Alumni Association. Once your request has been approved by the Alumni Association, you will be able to visit the Alumni site and log in.

2. After successful login, the welcome screen will display with your basic profile and links to allow viewing or updating your personal profile and privacy settings for the Alumni Directory.

3. To access the Alumni Directory, after login, click on the menu item "Communications > Alumni Directory'' to display the Alumni Directory Search page.

4. To find an individual alumnus or alumna, enter name information in the search criteria area and click on "Search". All alumni records in the database that match the name(s) entered will be listed below. Click on an individual's name to display the "Directory Profile" screen.

5. To find a group of alumni, enter one or more of the other search criteria: Major, Class (graduation year), City, or State. Note that the system lists 50 names per page and limits total records returned to 500 or 10 pages. Click on an individual's name to display the "Directory Profile" screen.

6. On the Directory Profile screen, the alumnus/alumna name and basic information is displayed. Any information that the alumnus/alumna has made "private" will not be displayed. In addition, if an alumnus has ''opted out" of sharing all information, the profile will not be accessible.

Helpful Tip - Less is sometimes more. If your results are not bringing up what you were hoping to see, try searching with less information in your search criteria. Try one field instead of two or more.