E-Memorandum

To: The UVI Community

From: Dr. David Hall, President

Subject: UVI Policy on Soliciting Funding from External, Private Sources

Date: June 29, 2010

As we continue to increase our interactions with potential donors to the University, it is of vital importance that I keep the University community informed of our policy on soliciting funding from external, private sources. Prior to making contact with any prospect, University personnel must first contact the Office of Institutional Advancement for clearance to solicit cash funds or in-kind gifts being raised on behalf of the University. This includes funding sources such as corporate and civic foundations, corporations, and individual donors. Additionally, proposals for federal and local government funding must be routed through the Office of Sponsored Programs.

As a University, we must continue to develop a systematic approach toward engaging external constituents. UVI is one of many organizations in the Virgin Islands vying for a portion of privately held resources. It is essential that we are strategic and place our best foot forward as we engage constituents locally, regionally and globally. This is not a call to cease your fundraising plans or efforts. It is, rather, a call to rally our best and brightest ideas to be shared with current and prospective stakeholders in a systemic and organized fashion. I am confident that the leadership in our Offices of Institutional Advancement and Sponsor Programs are up to the task of expanding our base of resources. We will significantly increase our likelihood of accomplishing and exceeding this goal by working together.

Should you have any questions concerning this policy or if you are desirous of assisting the University to expand external resources, please contact Dr. Henry H. Smith (hsmith@uvi.edu), Interim Vice President for Institutional Advancement, or Mr. Steve Goode (sgoode@uvi.edu), Director of Sponsored Programs.

Thank you for your assistance, cooperation and continued support of the University of the Virgin Islands.