**Terms of Reference**

**Donor Prospect Clearance Committee**

**Authority**

The Donor Prospect Clearance Committee is established under the authority of the Executive Director, to match solicitors and projects in order to maximize philanthropic support for the University’s greatest priorities.

**Mandate and Responsibilities**

The Committee has overall responsibility for reviewing all Donor Prospect Clearance submissions and for deciding on an appropriate course of action.

Its mandate is:

* To apply the principles of Prospect Clearance specified in the Donor Prospect Clearance Policy and its related Procedures.
* To decide on the best prospect and/or relationship manager for a particular prospect or project.
* To ensure all individuals who wish to solicit gifts on behalf of the University are subject to the same Donor Prospect Clearance process.
* To be involved in the operational aspects of Donor Prospect Clearance, including resolution of competition for prospects.
* To undertake periodic reviews using the Donor Prospect Clearance Procedures to meet the changing needs of prospects and projects.
* To educate staff, volunteers and other stakeholders about the Donor Prospect Clearance Policy and its related procedures.
* To coordinate major solicitations of prospective and existing donors.

The Committee is guided by:

* Donor Prospect Clearance Policy
* Naming Opportunity Policy
* Gift Acceptance Policy
* Canada Revenue Agency

Guidelines for Charities and Giving <https://www.canada.ca/en/services/taxes/charities.html>

Any other legal requirements

**Membership**

The membership of the Donor Prospect Clearance Committee ensures that input regarding the University’s mission and its fundraising priorities are coupled with the best advice of professional fundraisers to maximize fundraising success.

Specifically, the Donor Prospect Clearance Committee consists of:

* The Executive Director of Development (The Chair)
* The Associate Director of Development
* The Campaign Director (when applicable)
* Development Officers
* Representative from the Grenfell Campus
* Representative from the Marine Institute
* Representative from Labrador Campus
* Manager of Prospect Research and Prospect Research Officers
* Manager, Donor Relations and Stewardship

**Operations**

The Chair receives Donor Prospect Clearance requested either through forms submitted through email to the Manager of Prospect Research or through the Donor/Alumni Database (for Development staff). Applicants are notified of the date of meetings wherein their proposal will be reviewed.

Once a decision has been rendered, the Applicant will be advised normally within one week of the Committee’s meeting.

Typical reasons for clearance to be denied include when the prospective donor:

* is in the process of deciding on another current University proposal;
* has been cleared for solicitation to another University applicant;
* has indicated a desire not to be solicited at this time;
* has recently made a major contribution or pledge, in which case clearance may be approved later;
* is known to be involved in activity that is not aligned with the mission, values and strategic plan of the University
* or, when the project may jeopardize a future gift.