

**TENNESSEE STATE UNIVERSITY
POLICY AND PROCEDURE STATEMENT**

FUNCTION	Institutional Advancement
TITLE	Check Presentations
DATE	April 2012 Revised August 2016

PURPOSE

The purpose of this policy is to outline the proper procedures for check presentations during football season.

POLICY

Check presentations during John Merritt Classic and Homecoming games:

- Pregame, end of first or third quarters, check presentations must be \$50,000 or more.
- Half-time, check presentations must be \$100,000 or more.
- Check presentations for John Merritt Classic and Homecoming games will permit a maximum of four (4) donor representatives on the field.

Check presentations during Spring Blue & White Game and OVC home games:

- End of first quarter, check presentations must be \$15,000 or more
- Half-time, check presentations must be \$25,000 or more
- Check presentations for the Blue & White and all other OVC home games will permit a maximum of fifteen (15) donor representatives on the field.

All funds must be deposited into the Tennessee State University Foundation 15 days prior to the check presentation.

PROCEDURES

1. Donors must submit a written request (letter or email) to the TSU Foundation Office or the Office of Alumni Relations and Annual Giving fifteen (15) days prior to presentation. The request should include the donor(s)/ organization name, amount of the check presentation, designation of the funds, the names of individuals participating in the check presentation and if the organization will utilize their own oversize check or if the TSU Foundation should provide one.
2. Upon receipt of the written request, the Executive Director of the TSU Foundation or the Director of Alumni Relations and Annual Giving will ask for approval from the Associate Vice President of Institutional Advancement on behalf of the donor/requester. Once the request has been reviewed by the Associate Vice President of Institutional Advancement, the decision and next steps will be communicated to the requester within 72 hours of the initial request.
3. Once the check presentation is approved, the appropriate staff member will work with an Athletics representative, as assigned by the Athletic Director, to develop a script.
4. A request for photography services will be submitted to Media Relations, which includes the date, time, event, location and name of check presenters.

5. A request is to be submitted to the Executive Assistant of the University President to inquire of his/her availability for the check presentation. It is at the discretion of the President to send a representative if their schedule does not permit participating.
6. All check presenters will be emailed a Run of Show by the appropriate office within 3 days of the approved check presentation.