

FYC 4410
FUND RAISING FOR NONPROFIT ORGANIZATIONS ¹
Spring 2022 Syllabus

Class Meeting Times: Tuesday, periods 8&9 (3:00 – 4:55 pm) at MCCB G108
Thursday, period 9 (4:05 – 4:55 pm) at MCCA G186

Instructor: Muthusami Kumaran, Ph.D.

Office: 3025-D McCarty Hall D

Phone #: 352-273-3524; **e-mail:** kumaran@ufl.edu

Instructor Office Hours: Fridays 1:00 – 3:30 pm or by appt.

ALL communications within Canvas

Course Description: This course explores some of the current and emerging fund raising methods and strategies for nonprofit organizations. The course relies heavily on lectures, reading assignments, student presentations and a group project designed to provide students a hands-on fund raising planning experience. The course is offered in a hybrid format with on-campus and online lectures.

Course Goals: Students will gain knowledge about various methods of fund raising for nonprofits and develop understanding on a range of ‘best practices’ for effective fund raising. Students will gain working knowledge on developing a systematic fund raising plan, incorporating various strategies.

Course Objectives: After completing this course students will be able to:

- Understand the historical growth of the nonprofit sector in the US and its current status
- Understand the theories and practices of charity and philanthropy
- Understand major principles of successful fund raising
- Interpret the funding base for the nonprofit sector
- Understand nonprofit marketing to mobilize resources
- Demonstrate knowledge on developing sound case statements that are foundations for nonprofit fund raising
- Create a donor research profile for a chosen nonprofit organization
- Explain some of the successful methods and strategies for nonprofit fund raising
- Discuss different fund raising mechanisms for specific nonprofit(s)
- Appreciate the efforts of nonprofits in raising funds for worthy causes
- Interpret emerging trends and strategies in online fund raising
- Interpret the fund raising management process
- Understand the elements of writing grant proposals for nonprofit organizations

¹ The Instructor reserves the right to change any aspect of this syllabus and to make appropriate updates. Changes to the syllabus, if any, will be communicated to students in advance.

- Understand the legal and ethical aspects of fund raising
- Apply all the knowledge gained into completing a fund raising plan for a functioning nonprofit that incorporates key elements

Required Readings/Canvas: Students are required to buy the following text book:

Tempel, E. R., Seiler, T.L., & Burlingame, D.F., (Eds.). (2016). *Achieving Excellence in Fund Raising* (4th ed.). Hoboken, NJ: John Wiley & Sons. ISBN 9781118853825. Also available as e-book.

In addition, few other required readings will be made available through e-learning. Class resources, announcements, updates, and assignments will also be made available through Canvas, so check the course Canvas pages frequently.

GRADES

Grading Scale:	
Letter Grade	Points
A	935+
A-	900-934
B+	865-899
B	835-864
B-	800-834
C+	765-799
C	735-764
C-	700-734
D+	665-699
D	635-664
D-	600-634
E	<600

Course Assignments: Grades will be based on the following:	
Discussions on Reading	75 points
5 Brief Group Assignments	375 points
Two Quizzes	200 points
Case Study	100 points
Fund Raising Plan	200 points
<u>Attendance & class participation</u>	<u>50 points</u>
TOTAL	1000 points

Group Case Study on Nonprofit Fund Raising (100 points): Student groups will be required to complete a case study on nonprofit fund raising. Each group will choose any one existing nonprofit organization (this cannot be the nonprofit the group chooses for final course project), conduct research about the organization's revenue, fund raising history, current fund raising strategies, and develop a written case study report (no more than 5 pages, double spaced). Each group will make an in-class presentation of its nonprofit fund raising case study on the pre-assigned schedule. It will be a 15 minutes presentation using PowerPoint slides. The written report will be worth 50 points and the in-class presentation will be worth 50 points. An internal peer review process will be used to encourage full participation of all team members. Each member of the group is required to complete group assessment forms for the two parts of her/his group case study. Further instructions will be provided.

Discussions on assigned readings led by Groups (75 points): Students are expected to complete assigned readings and discuss key information from readings in class. Each group will lead discussion on assigned readings during designated class session. Discussions will be led by assigned groups, whose members will give an overview of the topic(s) covered in the readings (about 10 minutes) and initiate a discussion by asking a series of appropriate questions. Leading active discussion is worth 50 points and active participation in discussions accounts for 25 points.

Five Brief Group-Assignments (375 points): All assignments for the course are done by student groups (5 students per group, self-assigned). Student groups will be required to complete five brief assignments designed to increase understanding of fund raising strategies practiced by nonprofit organizations. Specific instructions for each assignment will be provided during the semester. These five assignments are:

Assignment 1: Summary Report on Perceptions of Nonprofit Fund Raising (75 points): EACH member in the group will interview three individuals about their perceptions of how nonprofits engage in fund raising and what fund raisers do.

Assignment 2: Fund Raising Case Statement (75 points) Groups will develop a case statement that forms the foundation of fund raising efforts of the nonprofit chosen for the course project. This statement makes the case for support and persuades potential donors to contribute to the nonprofit.

Assignment 3: Donor Research File (75 points): Groups will develop a donor research file, identifying potential donors (one per member in the group) for the chosen nonprofit's programs/projects.

Assignment 4: Report on grant-making Foundations (75 points): Each member in the group will conduct basic research to identify foundations (local, national or international) that can provide potential funding for the chosen nonprofit.

Assignment 5: Report on a Survey of a Professional Fund Raiser (75 points): Each group member will conduct an interview with a professional fund raiser or a person designated as a fund raiser within a nonprofit, and write a report on her/his fund raising strategies, experience, and recommendations. .

Two Quizzes (200 points): Three quizzes based on specifically-defined readings and lectures will be required. Each quiz will consist of 20 multiple choice questions. Each quiz will be worth 100 points. For the final grade, only two quizzes with the highest scores will be considered (ie: one quiz with the lowest score will be dropped). Students are required to take ALL three quizzes.

Group Course Project: Fund Raising Plan for a Nonprofit Organization (200 points): Student groups will be required to complete a course project to develop a fund raising plan for an existing nonprofit organization. Each group will choose a local nonprofit organization and develop a fund raising plan for that organization, drawing-on various methods & strategies covered in the course. There will be two parts to this fund raising plan: i) the written plan - 100 points, and ii) presentation of the plan to the class - 100 points. It will be a 20 minutes presentation using PowerPoint slides. An internal peer review process will be used and each member of the group is required to complete group assessment forms for the two parts of her/his group project. Further instructions will be provided.

Attendance (50 points): Students are required to sign the attendance sheet every class.. Each student will receive TWO unexcused absence during the semester. There will be penalty of 10 points for each additional absense in the class.

CLASSROOM POLICIES

Electronic Devices

Make sure that all electronic devices (smart phones, ipods, pagers, gaming devices, etc.) are turned off during class and that outside reading materials are put away. If your electronic device or behavior becomes disruptive, you will be asked to leave the class room. *Open laptop computers are allowed in the class ONLY for notes taking and other course related purpose. Any student who is seen texting or with an open laptop computer for purposes unrelated to the course will be asked to leave the class room.*

In-Class Recording

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. See the details at:

http://www.syllabus.ufl.edu/media/syllabusufledu/syllabi_policy_7_28_2021.pdf

Respect

Treat your fellow classmates and the instructor with respect. During lecture and discussion, side conversations, inappropriate remarks, and other rude activities will not be tolerated.

Communications

If you have a routine question (such as grade, absence, etc.), contact the instructor via email within the Canvas platform, or meet with the instructor during office hours. ALL communications with the instructor need to be sent via Canvas (and NOT via @ufl.edu).

Excused Absences: Excused absences will include: sick days (documented by a medical practitioner), family emergency, or authorized UF travel. Students must submit authorized absences paperwork to the instructor in order to be excused.

COURSE POLICIES

The course adheres to University of Florida's Syllabus Policy which can be accessed at:

<http://www.syllabus.ufl.edu/syllabus-policy>.

Assignments and other Course Work Policy

Students are required to complete all readings, lectures, and assignments provided in the syllabus and course calendars. All written assignments and the course project must be submitted through Canvas on appropriate assignment pages, and are due by 5:00 pm on the dates indicated on the course calendar. There is a six-hour grace period (until 11:00 pm on the due dates) for assignment submissions. All assignment pages will close on the dot at 11:01 pm and students will not be able to submit assignments after that time. **Late assignment submissions, through any other means, will not be accepted.**

- The grace period of six hours (5:00 – 11 pm) is intended to accommodate for any technical difficulties while trying to submit your assignment. If you wait until close to 11:00 pm before attempting to submit your assignment for the first time and experience technical difficulties, you will not be granted additional time as a result. You should attempt to submit by the scheduled due time/date (5:00 pm) and use the grace period to resolve technical issues that may arise, if any. **Do not wait until 11:00 pm to submit assignments as the assignment pages will close sharp at 11:01 pm and assignments will not be accepted after that time, resulting in a zero (0) grade.**
- Extension for assignment submission will be granted ONLY for University of Florida's approved medical and other reasons, and students are required to submit a written request along with necessary documents (such as a doctor's note) to the instructor for approval at least 24 hours prior to the scheduled due date. That is, approval must be obtained via email by 5:00 p.m. the day before an assignment is due. Requirements for assignments and other course work are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.
- In the event of an unforeseen emergency (accident, sudden illness, etc.), contact the instructor as soon as possible to request extension to submit assignment. Be proactive and forthcoming. Failure to communicate with the instructor may result in a zero (0) grade.
- Once again, assignments not submitted by their due dates and times will not be accepted resulting in zero (0) grade for such assignments.

Grades and Grade Points

For information on current UF policies for assigning grade points, see

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>.

Attendance and Make-Up Work

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.

COVID Response

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

- If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: <https://coronavirus.uflhealth.org/vaccinations/vaccine-availability/>. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.
- You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated. Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.

- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Hand sanitizing stations will be located in every classroom.
- If you become sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the [UF Health Screen, Test & Protect website](#) for more information.
 - Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.
 - If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.
- Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.

Online Course Evaluation Process

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals.

Guidance on how to give feedback in a professional and respectful manner is available at: <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at: <https://gatorevals.aa.ufl.edu/public-results/>.

Academic Honesty

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.” You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see:

<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>, and read The Student Honor and Conduct Codes in *The Orange Book* at: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

Software Use

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

Disability Resource Center: 0001 Reid Hall, 352-392-8565, <https://disability.ufl.edu/>

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu Counseling Services Groups and Workshops Outreach and Consultation Self-Help Library Wellness Coaching
- U Matter We Care, www.umatter.ufl.edu/
- Career Connections Center, First Floor JWRU, 392-1601, <https://career.ufl.edu/>.
- Student Success Initiative, <http://studentsuccess.ufl.edu>.

Student Complaints:

<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>.