



TEXAS TECH UNIVERSITY
Department of Intercollegiate Athletics
Operating Policy and Procedure

PREFACE

The information on policies and procedures is intended for the use of Texas Tech University Department of Intercollegiate Athletics. The manual supplements the Texas Tech University Operating Policies and is intended to provide information that will assist athletic department employees with their duties. All employees should benefit from referring to this manual when policy questions arise. It is not intended to list every policy detail of the Department of Intercollegiate Athletics (often referred to as simply as Athletics).

ADDITIONAL SOURCES OF INFORMATION ARE:

- Texas Tech University Operating Policies and Procedures (www.depts.ttu.edu/opmanual)
<http://www.depts.ttu.edu/opmanual>)
- Texas Tech Athletics Compliance Manual
- Texas Tech Student-Athlete Handbook
- Texas Tech Student Affairs Handbook/Code of Student Conduct
- Big 12 Conference Handbook
- NCAA Division I Manual <http://www.ncaa.org/wps/portal/>

Department of Intercollegiate Athletics Policy and Procedure

Revised and posted 9/11/07

7.0 DEVELOPMENT AND FUND-RAISING

7.1 OFFICIALLY AUTHORIZED FUND-RAISING ORGANIZATION

The Red Raider Club is the organization officially recognized by the Texas Tech as the fund-raising branch for the Athletics Department. All booster activities at Texas Tech University are maintained under the control and direction of the Red Raider Club and must be coordinated with the RRC.

7.2 DEPARTMENTAL STAFF INVOLVED WITH FUND-RAISING ORGANIZATION

Athletics staff members and coaches are encouraged to assist with special fund-raising activities of the Red Raider Club. The RRC is a fully integrated department within the Athletics Department and is under the control of the Director of Athletics and the Sr. Assoc. AD/Development of the Red Raider Club.

7.3 DEPARTMENTAL LIAISON WITH FUND-RAISING ORGANIZATION

The Sr. Assoc. AD/Development is responsible for the Red Raider Club. In addition, there are development officers who serve as area coordinators in the Dallas/Ft. Worth metroplex, the Houston metroplex and the Midland/Odessa region. The Sr. Assoc. AD/Development is responsible for the overall coordination of fund-raising efforts of the department with the assistance of the regional development directors in their respective locations.

7.4 FUND-RAISING ACTIVITIES CONDUCTED BY COACHES

In general, the Red Raider Club exists solely to raise funds to support the scholarship program for student-athletes in all NCAA sports in which Texas Tech participates. In addition, the Red Raider Club participates in a variety of special fund-raisers designated to raise money for special projects.

Coaches in various sports such as golf, soccer, softball, tennis, track and volleyball conduct various fund-raising activities for their teams. These activities may include competitive events with their teams, outside events or tournaments, or other types of events. Such fund-raising activities are encouraged, but must receive prior written or verbal approval from the AD.

7.5 RED RAIDER CLUB TAX INFORMATION

The Red Raider Club is a non-profit and tax exempt organization existing under the Texas Tech Foundation tax identification number. All donations to the Red Raider Club are tax-deductible and subject to the individual tax status of donors under Internal Revenue Service rules and regulations. All donations are audited as part of the annual University and Athletics audits.

All donations to the Red Raider Club are deposited in the Texas Tech Foundation Accounts. Gifts to the University for a specific sport are deposited in that sport's appropriate university account. The Office of Development under the Chancellor's signature generates the appropriate thank-you letters and other acknowledgements for all gifts, and the Office of Development sends the official tax receipt letters to donors.