



Compliance Calendar

The following compliance calendar was created to assist the Compliance Partners and Cognizant Policy Officers in carrying out their duties as related to the compliance obligations of the University. The calendars include the laws, operating policies, rules, and regulations for a specific compliance area and aid in tracking the myriad reporting requirements and due dates. Compliance Partners shall assist the Cognizant Policy Officers in training the MSU community which may include informal staff meetings and monitoring through regular walk-around or continuous observation while managing a designated compliance area.

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Fundraising & Development	January	VP University Advancement	Director of Annual Leadership and Giving	Daily Gift Report Texas Tech Report (weekly) Distributions (monthly) Donor Reports (monthly) Contact Report(s) (monthly) Pipeline Coordination Meeting Report (monthly)	No applicable laws – Report containing all gifts received that day – provided to Advancement team, including Directors and VP
					Per system regulations – Cumulative report of all gifts by fiscal year provided to Texas Tech for TTUS donation report
					No applicable laws – Assign donation money deposited in the Holding Account to the correct gift funds
					No applicable laws – Provide all colleges and areas on campus with a report of all donors/donations made to them the previous month
					No applicable laws – Log action(s) to reflect contact made with constituents (e.g., appeals, newsletters, etc.)
					Per system regulations – monthly update on 1M+ asks in progress

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Fundraising & Development	February	VP University Advancement	Director of Annual Leadership and Giving	Daily Gift Report Texas Tech Report (weekly) Distributions (monthly) Donor Reports (monthly) Contact Report(s) (monthly) Pipeline Coordination Meeting Report (monthly)	No applicable laws – Report containing all gifts received that day – provided to Advancement team, including Directors and VP
					Per system regulations – Cumulative report of all gifts by fiscal year provided to Texas Tech for TTUS donation report
					No applicable laws – Assign donation money deposited in the Holding Account to the correct gift funds
					No applicable laws – Provide all colleges and areas on campus with a report of all donors/donations made to them the previous month
					No applicable laws – Log action(s) to reflect contact made with constituents (e.g., appeals, newsletters, etc.)
					Per system regulations – monthly update on 1M+ asks in progress
Fundraising & Development	March	VP University Advancement	Director of Annual Leadership and Giving	Daily Gift Report Texas Tech Report (weekly) Distributions (monthly) Donor Reports (monthly) Contact Report(s) (monthly) Pipeline Coordination Meeting Report (monthly)	No applicable laws – Report containing all gifts received that day – provided to Advancement team, including Directors and VP
					Per system regulations – Cumulative report of all gifts by fiscal year provided to Texas Tech for TTUS donation report
					No applicable laws – Assign donation money deposited in the Holding Account to the correct gift funds
					No applicable laws – Provide all colleges and areas on campus with a report of all donors/donations made to them the previous month
					No applicable laws – Log action(s) to reflect contact made with constituents (e.g., appeals, newsletters, etc.)
					Per system regulations – monthly update on 1M+ asks in progress

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Fundraising & Development	April	VP University Advancement	Director of Annual Leadership and Giving	Daily Gift Report Texas Tech Report (weekly) Distributions (monthly) Donor Reports (monthly) Contact Report(s) (monthly) Pipeline Coordination Meeting Report (monthly)	No applicable laws – Report containing all gifts received that day – provided to Advancement team, including Directors and VP
					Per system regulations – Cumulative report of all gifts by fiscal year provided to Texas Tech for TTUS donation report
					No applicable laws – Assign donation money deposited in the Holding Account to the correct gift funds
					No applicable laws – Provide all colleges and areas on campus with a report of all donors/donations made to them the previous month
					No applicable laws – Log action(s) to reflect contact made with constituents (e.g., appeals, newsletters, etc.)
					Per system regulations – monthly update on 1M+ asks in progress
Fundraising & Development	May	VP University Advancement	Director of Annual Leadership and Giving	Daily Gift Report Texas Tech Report (weekly) Distributions (monthly) Donor Reports (monthly) Contact Report(s) (monthly) Pipeline Coordination Meeting Report (monthly)	No applicable laws – Report containing all gifts received that day – provided to Advancement team, including Directors and VP
					Per system regulations – Cumulative report of all gifts by fiscal year provided to Texas Tech for TTUS donation report
					No applicable laws – Assign donation money deposited in the Holding Account to the correct gift funds
					No applicable laws – Provide all colleges and areas on campus with a report of all donors/donations made to them the previous month
					No applicable laws – Log action(s) to reflect contact made with constituents (e.g., appeals, newsletters, etc.)
					Per system regulations – monthly update on 1M+ asks in progress

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Fundraising & Development	June	VP University Advancement	Director of Annual Leadership and Giving	Daily Gift Report Texas Tech Report (weekly) Distributions (monthly) Donor Reports (monthly) Contact Report(s) (monthly) Pipeline Coordination Meeting Report (monthly)	No applicable laws – Report containing all gifts received that day – provided to Advancement team, including Directors and VP
					Per system regulations – Cumulative report of all gifts by fiscal year provided to Texas Tech for TTUS donation report
					No applicable laws – Assign donation money deposited in the Holding Account to the correct gift funds
					No applicable laws – Provide all colleges and areas on campus with a report of all donors/donations made to them the previous month
					No applicable laws – Log action(s) to reflect contact <u>made with constituents (e.g., appeals, newsletters, etc.)</u> Per system regulations – monthly update on 1M+ asks in progress
Fundraising & Development	July	VP University Advancement	Director of Annual Leadership and Giving	Daily Gift Report Texas Tech Report (weekly) Distributions (monthly) Donor Reports (monthly) Contact Report(s) (monthly) Pipeline Coordination Meeting Report (monthly)	No applicable laws – Report containing all gifts received that day – provided to Advancement team, including Directors and VP
					Per system regulations – Cumulative report of all gifts by fiscal year provided to Texas Tech for TTUS donation report
					No applicable laws – Assign donation money deposited in the Holding Account to the correct gift funds
					No applicable laws – Provide all colleges and areas on campus with a report of all donors/donations made to them the previous month
					No applicable laws – Log action(s) to reflect contact <u>made with constituents (e.g., appeals, newsletters, etc.)</u>
					Per system regulations – monthly update on 1M+ asks in progress

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Fundraising & Development	August	VP University Advancement	Director of Annual Leadership and Giving	Daily Gift Report Texas Tech Report (weekly) Distributions (monthly) Donor Reports (monthly) Contact Report(s) (monthly) Pipeline Coordination Meeting Report (monthly)	No applicable laws – Report containing all gifts received that day – provided to Advancement team, including Directors and VP
					Per system regulations – Cumulative report of all gifts by fiscal year provided to Texas Tech for TTUS donation report
					No applicable laws – Assign donation money deposited in the Holding Account to the correct gift funds
					No applicable laws – Provide all colleges and areas on campus with a report of all donors/donations made to them the previous month
					No applicable laws – Log action(s) to reflect contact made with constituents (e.g., appeals, newsletters, etc.)
					Per system regulations – monthly update on 1M+ asks in progress
Fundraising & Development	September	VP University Advancement	Director of Annual Leadership and Giving	Daily Gift Report Texas Tech Report (weekly) Distributions (monthly) Donor Reports (monthly) Contact Report(s) (monthly) Pipeline Coordination Meeting Report (monthly)	No applicable laws – Report containing all gifts received that day – provided to Advancement team, including Directors and VP
					Per system regulations – Cumulative report of all gifts by fiscal year provided to Texas Tech for TTUS donation report
					No applicable laws – Assign donation money deposited in the Holding Account to the correct gift funds
					No applicable laws – Provide all colleges and areas on campus with a report of all donors/donations made to them the previous month
					No applicable laws – Log action(s) to reflect contact made with constituents (e.g., appeals, newsletters, etc.)
					Per system regulations – monthly update on 1M+ asks in progress

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Fundraising & Development	October	VP University Advancement	Director of Annual Leadership and Giving	Daily Gift Report Texas Tech Report (weekly) Distributions (monthly) Donor Reports (monthly) Contact Report(s) (monthly) Pipeline Coordination Meeting Report (monthly)	No applicable laws – Report containing all gifts received that day – provided to Advancement team, including Directors and VP
					Per system regulations – Cumulative report of all gifts by fiscal year provided to Texas Tech for TTUS donation report
					No applicable laws – Assign donation money deposited in the Holding Account to the correct gift funds
					No applicable laws – Provide all colleges and areas on campus with a report of all donors/donations made to them the previous month
					No applicable laws – Log action(s) to reflect contact made with constituents (e.g., appeals, newsletters, etc.)
					Per system regulations – monthly update on 1M+ asks in progress
Fundraising & Development	November	VP University Advancement	Director of Annual Leadership and Giving	Daily Gift Report Texas Tech Report (weekly) Distributions (monthly) Donor Reports (monthly) Contact Report(s) (monthly) Pipeline Coordination Meeting Report (monthly)	No applicable laws – Report containing all gifts received that day – provided to Advancement team, including Directors and VP
					Per system regulations – Cumulative report of all gifts by fiscal year provided to Texas Tech for TTUS donation report
					No applicable laws – Assign donation money deposited in the Holding Account to the correct gift funds
					No applicable laws – Provide all colleges and areas on campus with a report of all donors/donations made to them the previous month
					No applicable laws – Log action(s) to reflect contact made with constituents (e.g., appeals, newsletters, etc.)
					Per system regulations – monthly update on 1M+ asks in progress

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Fundraising & Development	December	VP University Advancement	Director of Annual Leadership and Giving	Daily Gift Report Texas Tech Report (weekly) Distributions (monthly) Donor Reports (monthly) Contact Report(s) (monthly) Pipeline Coordination Meeting Report (monthly)	No applicable laws – Report containing all gifts received that day – provided to Advancement team, including Directors and VP
					Per system regulations – Cumulative report of all gifts by fiscal year provided to Texas Tech for TTUS donation report
					No applicable laws – Assign donation money deposited in the Holding Account to the correct gift funds
					No applicable laws – Provide all colleges and areas on campus with a report of all donors/donations made to them the previous month
					No applicable laws – Log action(s) to reflect contact made with constituents (e.g., appeals, newsletters, etc.)
					Per system regulations – monthly update on 1M+ asks in progress