

Psychology Department Discretionary Fund Policies **Revised September 18, 2012**

The Psychology Department Discretionary Fund: An Overview

The Psychology Department Discretionary Fund contains a limited amount of non-earmarked monies that have been donated to the Psychology Department. This fund is managed through the Towson Foundation, a 501(3)c non-profit in The State of Maryland. The use of discretionary funds must be approved through The Psychology Department Foundation Committee.

These funds support members of the Towson University Psychology Department in the following ways:

- Supporting faculty development
- Department social events
- Providing honorarium or token gifts for department-wide guest speakers
- Hosting promotion, tenure, and retirement events for faculty/staff
- Awarding academic achievement at the Department's spring banquet

Although these funds provide a flexible type of spending, there are limitations on the scope and usage of these funds. Please note that discretionary funds **cannot** be used for the following purchases:

- Computer software or assessments
- Class materials, including videos, cases, books, workbooks
- National/state licensing fees, including examination fees
- Professional fees for associations
- Student/faculty travel or research
- Academic program marketing and recruitment materials

Donating to The Psychology Department Discretionary Fund

Are you interested in making a tax-deductible donation to the Towson University Psychology Department? Your contributions will help support outstanding psychology students, and promote faculty/staff development. You can contribute to the fund by visiting <http://www.towson.edu/tufoundation/>. Simply specify "Academic Department," and list the "Psychology Department Discretionary Fund" as the recipient of your donation.

Procedure for Applying for Discretionary Funds

Applicants must complete the Psychology Department Discretionary Fund Application, which is available on the Towson University Psychology Department website. Applications will be reviewed by the Foundation Committee. Requests for funds should not normally exceed \$250 although exceptions may be considered.