2145 – Fund Raising and Gift Solicitation

The College Foundation is the private fund-raising arm of the College (with the exception of athletics), while the Grants Office coordinates most grant requests through federal and state fund-raising efforts. All fund raising in the name of the College, its programs, activities, employees and/or students will obtain approval from the appropriate office (or in the case of athletics, the College President) before initiating fund-raising activities. Either office may require conditions for each approved fund-raising activity.
Fund raising, gift solicitation and disbursements procedures are as follows:

1. Fund raising goals for the College should be formulated with the College President and the appropriate offices and administrative bodies.

2. The means adopted to achieve fund raising goals will be formulated by the Executive Director of Institutional Advancement, the Foundation Board of Directors, the President of the College, and designated members of the Booster Club, if applicable.

3. All fund raising activities and gift solicitations undertaken by students, administration, faculty, and staff must first be cleared with the appropriate offices and/or administrative bodies and the Foundation Office.

4. Allocated General Fund money must be considered first before departmental requests are made to the College's Foundation.

5. Any College group soliciting contributions from the community shall observe month-long blackout periods each June and March to avoid conflicts with regularly scheduled Foundation fund drives. With the exception of the Booster Club, no other solicitations from the campus shall be made during these periods.

6. No gift obtained through fund raising or gift solicitation will be accepted that violates tax laws, jeopardizes the 501(c)(3) tax status of the College's Foundation, and/or jeopardizes entitlement subsidies benefiting the College's funding and operations.

7. All gifts which qualify for a charitable deduction shall be the property of the College's Foundation until said gift is otherwise transferred from the Foundation to the college for its use and benefit in the ordinary course of business.

8. Disbursement of funds shall be approved by College procedure with bank check showing two authorized signatures.

9. The name of the College or Foundation may not be used in any fund-raising activity and/or gift solicitation without the recognition of the Executive Director of Institutional Advancement and/or the approval of the President.

10. All gifts received by the College or Foundation through any type of fund raising activity shall be delivered to the College Business Office so that said gift can be deposited and all appropriate accounting procedures undertaken.

(Based on policy 1155; approved by President on 9/17/07)