FUND-RAISING ACTIVITIES, APPLICATION FOR GRANTS, AND ACCEPTANCE OF DONATIONS

I. PURPOSE

Describes the process for initiating solicitation of funding and acceptance of gifts.

II. BACKGROUND

To avoid multiple solicitations directed to the same source and to establish institutional priorities for seeking and securing funds, as well as to maintain proper inventory control, acknowledgement of gifts, and required reporting of grants the following college policy has been established. It is not intended to dissuade faculty and staff from exercising initiative and actively identifying possible sources of external funding or donations, but it is intended to designate a single office as the coordinating point for fund-raising activities.

III. POLICY

A. All solicitation for funding—whether oral, written, or through media publicity and whether initiated by an individual employee or a college-sponsored or college-related group or organization—shall be coordinated in advance through the President.

B. Proposals to solicit external funding or gifts or to accept a gift or donation shall be described in writing, endorsed by the appropriate cabinet-level supervisor, routed to the President, and approved by the President or designee before any request for external support is undertaken or an unsolicited gift is accepted.

C. This policy shall not apply to fund-raising activities by students and student organizations.

(POLICY APPROVAL: 10-25-95, Board of Trustees, amended 7/13/04, amended 8/28/12, amended 6-24-14)

IV. PROCEDURES

A. Any person or group desiring to apply for external funds or engage in solicitation on behalf of the college or any of its programs or operations submits a completed form “Application for External Funding” to the appropriate cabinet-level administrator (dean or vice-president) for review and endorsement. The dean or vice-president forwards the request to the President for coordination with other fund-raising efforts. After the President approves the proposal, the originator or originators may engage in the fund-raising activities. (NOTE: Fund-raising activities, such as bake sales, that are held on a WCJC campus by college-sponsored student organizations or clubs, do not constitute solicitation for external funds as described above and only require approval by completion of the Student Organization Fund-Raising Activity Form. See the WCJC website for a copy of this form.)

B. Originators may engage in the activity once they have received approval through the chain of command. However, originators are responsible for inquiring into the disposition of their requests prior to engaging in the activity.

C. The same procedure applies to cases involving the acceptance of unsolicited donations or gifts (whether in kind or in cash); that is, the person or group that has been contacted by the prospective donor prepares a memo of intent that is reviewed and endorsed by the appropriate cabinet-level administrator and submitted to the President for approval to accept the gift. In some cases (e.g., those involving gifts of property or those carrying conditions or limitations), the President may consult with the Board of Trustees before rendering a decision.

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