



Administrative Policy

Policy Title:	Internal, External and Non-College-Related Fundraising Policy
Policy Number:	1505
Date Adopted:	7/17/2008
Version:	6.0
Review Cycle:	Annual
Date Last Reviewed:	4/17/2024
Office Responsible:	Foundation
Reviewing Committee:	Leadership Council
Related Policies:	Acceptance of Gifts
Related Laws:	https://www.michigan.gov/cg/bingo https://www.michigan.gov/cg/raffles

Policy Summary: Fundraising Policy

Fundraising for College programs and needs serves as a means of accomplishing the initiatives outlined in Jackson College's strategic plan. The Foundation executive administrator, in consultation with the College president, is responsible for the fundraising activities of the college.

Definitions

Fundraising is defined as any solicitation of any individual, corporation, foundation or other entity for a monetary gift, a noncash gift, a gift in kind, a gift of property, a discount, etc., for the benefit of Jackson College, a student organization, a charitable group or for a cause adopted by students, staff and/or faculty.

Policy Statement

All fundraising for the College or by College-affiliated groups must be coordinated and approved through the Jackson College Foundation, who oversees the day-to-day implementation of fundraising efforts. This process exists to maximize the chance for success through coordination, so that potential donors do not receive multiple or inappropriate requests, and to ensure that the gift request and the donor are suitably matched. Any appeals of the decision may be made in writing to the Foundation executive administrator within ten days of the decision.

To avoid conflict and duplication of effort and to maximize gifts from potential donors, staff, faculty, students or student organizations (Academic or Extracurricular) wishing to ask an individual, foundation, organization, or corporation for a gift must notify the Foundation in writing at least 15 business days prior to the proposed solicitation. This includes solicitation of money, gifts in kind, advertising, sponsorships, food, door prizes, gift bag fillers, etc.



The Foundation executive administrator will then advise faculty, staff or student organizations of any potential conflicts. If, in his or her best judgment, the request is not advisable, the Foundation executive administrator may ask that the solicitation effort be modified, postponed or canceled. If there is a disagreement over a specific planned request, the College president or his or her designee will make a final decision.

Fundraising by the Jackson College Foundation: The executive administrator of the Foundation is responsible for coordinating all planned Foundation and College fundraising activities. When a donation to the College or Foundation is being considered, staff and faculty should refer the donor to the Foundation Office. The Jackson College Foundation accepts gifts according to its gift acceptance policy.

Fundraising by College Organizations: Students, employees, organizations and groups on Central Campus and all other JC locations that wish to engage in a fundraising activity or solicitation connected to the College must notify the Foundation at least 15 business days prior to the commencement of solicitation for the proposed activity/event. All student fundraising projects, whether for a College-based cause or a non-College effort, must have the approval of the faculty/staff advisor before submitting the request to the Foundation. If the fundraising activity or solicitation is deemed to be in conflict with the fundraising program and activities of the College or Foundation, the Foundation executive administrator will meet with the group or individuals to resolve the conflict and reach a mutually agreeable solution. If a conflict arises that cannot be resolved in such a manner, the College President will consider the issue and make a final decision.

Any fundraising activity, conducted under the umbrella of the College or Foundation or for the benefit of any program, team, or organization of the College is required to abide by all cash handling and accounting policies and procedures of the College. All revenues and receipts must be turned in on the first business day after the conclusion of the event. Failure to comply with those policies may result in suspension of future fundraising activities, personal liability as well as disciplinary action. The Foundation and Business Office must be notified of the event or activity before finalizing the date to ensure that both offices have staffing capacity leading up to the event/activity, as well as availability the day of the event and thereafter, to ensure compliance with cash handling and accounting policies and procedures of the College.

Students, employees, organizations and groups may not use personal bank accounts or personal peer-to-peer payment platforms (i.e. Paypal, Venmo, Cash App, Zelle, etc.) for College-related fundraising efforts.



Any fundraising event/activity that involves a raffle or bingo component may be subject to licensing requirements. It is the responsibility of the staff member managing the event/activity to take proper steps to ensure compliance with all State and Federal laws.

Fundraising and Solicitations by External Groups: Solicitations, sales and fundraising activities by external groups in the College's facilities are strictly prohibited unless permission is given by the Foundation executive administrator or his or her designee.

Fundraising and Solicitations for External Groups: The College president may designate certain charities as College-wide causes and name chairs for these efforts (e.g., Relay for Life, March of Dimes). Plans for fundraising for these College-wide causes also must be coordinated through the Foundation executive administrator. It is expected that staff will spend a reasonable amount of time on these efforts, an amount of time that will do justice to the cause but that will not detract from their regular duties.

Gift Reporting: A written description of the gift plus the name and address of any individual, business or entity that donates a gift of cash or materials to the College must be supplied to the Foundation Office, either in hard copy or electronically, within ten business days of receipt of the gift. Foundation staff is responsible for acknowledging the gift. The Foundation is the sole party authorized to formally receipt, or officially acknowledge donations. Staff, faculty or organizations are encouraged to thank donors in addition to the Foundation's formal acknowledgement process. These acknowledgements should not include the value of gifts. Names and addresses of those donating funds to outside charities do not need to be submitted to the Foundation executive administrator, but all funds raised through the approved activity must be deposited in the appropriate College account within one business day of the conclusion of the event.

Other Fundraising by Employees: College employees are permitted, within reason, to solicit for other nonprofit, charitable causes on an individual basis, but no employee is obligated to personally support any solicitation. Such solicitations should not be conducted on College computers or in College meetings, but should be conducted discreetly and on an individual basis.



Date Of Change	Version	Description of Change	Responsible Party
9/6/2011	1.0	Initial Release	M. Fall
1/21/2014	2.0	Revision	B. Robinson
9/29/2014	3.0	Policy Review	J. Valente
12/10/2015	4.0	Update for style guide	D. Schissler
03/16/2016	5.0	Review	J. Valente
4/11/2024	6.0	Updated	J. Hand

