



Administrative Policy

Policy Title:	Internal, External and Non-College-Related Fundraising Policy
Policy Number:	1505
Date Adopted:	7/17/2008
Version:	4.0
Review Cycle:	Annually
Date Last Reviewed:	11/27/2018
Office Responsible:	Foundation & Advancement Office
Reviewing Committee:	Leadership Team
Related Policies:	NA
Related Laws:	NA

Policy Summary:

Fundraising for College programs and needs serves as a means of accomplishing the initiatives outlined in Jackson College’s (JC) strategic plan. The President of the Foundation, in consultation with the College President, is responsible for the fundraising activities of the College.

Definitions:

Definition: Fundraising includes 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:

Fundraising by Jackson College Community

All fundraising for the College or by College-affiliated groups must be coordinated through the President of the Jackson College Foundation who oversees the day to day implementation of fundraising efforts. Communication with the Foundation President maximizes the chance for success through coordination, ensuring donors and potential donors do not receive multiple or inappropriate requests, and that the gift request and the donor are suitably matched. Any appeals of the decision may be made in writing to the Foundation President within ten days of the decision.

To avoid conflict and duplication of effort and to maximize gifts from current and potential donors, staff and faculty wishing to ask an individual, foundation, organization, or corporation for a gift must notify the Foundation President in writing or electronically prior to the solicitation. This includes solicitation of food, door prizes, gift bag fillers, etc.

The Foundation President will then advise faculty and staff of any potential conflicts. If, in his or her best judgment, the request is not advisable, the Foundation President 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/her designee will make a final decision.

The Foundation President will maintain a list of donors that should not be approached by any faculty, staff or student without prior approval and will cross check the list against donors and potential donors that faculty, staff and students wish to solicit.

Departments or programs may not accept donations without approval from the Foundation President. Gift in kind donations must be approved by the Foundation President, College President and College CFO before an employee may accept a noncash contribution.

Fundraising by the Jackson College Foundation

The President of the Foundation is responsible for coordinating all planned Foundation and College fundraising activities. When a donation to the College/Foundation is being considered, staff and faculty should refer the donor to the Foundation. The Foundation accepts gifts according to its Gift Acceptance Policy.

Fundraising by College Organizations

Students, employees, organizations, and groups on campus that wish to engage in a fundraising activity or solicitation must notify the Foundation President to the proposed activity. All student fundraising projects, whether for a College-based cause or a non-Jackson College effort, must have the approval of the faculty/staff advisor before being submitted to the Foundation President.

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 President 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 President of the College will consider the issue and make a final decision.

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 College President.

Fundraising and Solicitations for External Groups

The College President may designate certain charities as College-wide causes and name chairs of these efforts (e.g., Relay for Life, March of Dimes). Plans for fundraising for these College-wide causes also must be coordinated through the College President's Office. 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 will not detract from their regular duties.

Gift Reporting

Only the Foundation may issue a gift receipt or gift acknowledgement letter on behalf of the institution. 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 (with prior approval) to the College must be supplied to the Foundation President, either in hard copy or electronically, within ten (10) business days of receipt of the gift. Foundation staff is responsible for acknowledging the gift.

Names and addresses of those donating funds to outside charities do not need to be submitted to the Foundation, but all funds raised through the approved activity must be deposited in the appropriate College or Foundation account within two business days 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.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
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
11/27/2018	4.0	Review and Revision	J. Valente