



FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # I.A. 001

Fundraising Policy

Authority: Institutional Advancement

Effective Date: 2/19/2019

Last Revision: 2/19/2019

PURPOSE:

Generating private support for Fletcher Technical Community College is one of the major institutional priorities. Planning and coordination are essential to successful fundraising efforts and to avoid duplication in approaching potential donors in the name of the College. All fundraising activities must support the mission and priorities of the College.

POLICY/PROCEDURE:

I. Statement

Responsibility for the coordination of all fundraising programs and solicitations of private support from individuals, foundations, businesses, corporations and organizations rest with the Department of Institutional Advancement (IA). Solicitation of private contributions and gifts-in-kind made by anyone for the benefit of Fletcher Technical Community College require prior approval from the Department of Institutional Advancement.

The intent of this policy is to maximize the effectiveness and efficiency of fundraising programs and to avoid confusion on the part of donors and prospective donors.

II. Relationship of the College to the Foundation

The Fletcher Foundation was created for the purpose of supporting the College, the development of fundraising programs, and the cultivation of donor support. It is a legally organized 501(c)(3) non-profit organization and is empowered to solicit and receive tax-exempt donations in cash, stocks and bonds, and other gifts. The Chancellor of the College serves as an ex-officio non-voting member of the Fletcher Foundation. The Fletcher Foundation accepts all private contributions, except as outlined below, received through fundraising activities governed by this policy.

III. Fundraising Appeals

The College's fundraising policy limits the circumstances in which units of the College may make appeals for financial support. All fundraising appeals must be coordinated with the Department of Institutional Advancement. Only fundraising initiatives that seek private external support from individuals, corporations or businesses need prior approval from the Department of

Institutional Advancement. Internal initiatives that are not seeking funds such as drives for food or clothing from fellow students or faculty/staff do not need prior approval by the Department of Institutional Advancement.

It is the responsibility of the Department of Institutional Advancement, under the direction of the Chancellor, to serve as the planning/coordinating and approval agency for all fundraising appeals and solicitations made on behalf of the College. The review of all fundraising requests, whether from faculty, staff, or students, will be based on the following principles:

- The activity is of benefit to the college community.
- Permission to raise funds on campus may be withheld if the proposal is deemed to be insufficiently related to broader college priorities, or if difficult precedents might be established.

Fundraising by Faculty, Staff, or College Departments. Faculty and staff members with ideas for the solicitation of funds or gifts-in-kind to benefit programs and activities at the College should review and coordinate such plans with the Department of Institutional Advancement before any action is taken.

Fundraising by Student Organizations. Students, when fundraising through student organizations, are required to adhere to the rules and regulations of institutional fundraising policies. Organizations are to receive approval from the Office of Student Affairs and the Department of Institutional Advancement. Fundraising should be for the benefit of the collective organization or an approved charitable cause. Monies raised should not be for the specific benefit of individuals (within or outside the organization).

- All student fundraising activities, whether originating from a club or department-sponsored organization or a campus service area, that occur on campus and do not involve outside solicitation must be approved by the Office of Student Affairs prior to scheduling facilities, advertising, or contracting for services.
- Soliciting local businesses, national corporations, or individuals (alumni, friends of the College, etc.) by any student organization for donations (money, sponsorships, gifts, premiums) to support campus fundraising must be approved by the Office of Student Affairs and Department of Institutional Advancement before any contact can be made.

IV. Policy for Restricted Gifts

Acceptance of a gift imposes a legal obligation to comply with the terms established by the donor. Therefore, it is necessary that the nature and extent of this obligation be clearly understood. For this reason, the terms of each restricted gift will be reviewed with the utmost care to ensure that the gift retains its original usefulness and beneficial qualities. If a gift is deemed unacceptable because of the restrictions the donor has placed on its use, the donor will be counseled to remove or modify the restrictions.

Gifts will be refused or returned under the following circumstances:

1. The purpose of the gift is inappropriate or not conducive to the best interest of the College; or
2. The gift obligates the College to undertake responsibilities, financial or otherwise, which it may not be capable of meeting for the period required by the terms of the gift.

V. Gifts-in-Kind

Fletcher Technical Community College Foundation accepts gifts-in-kind (equipment and other non-cash donations specifically for programs) intended by the donor to benefit the College. Gifts-in-kind shall be donated directly to the Foundation and so that compliance with state inventory rules and regulations can be ensured.

Such gifts are reviewed with special care to ensure that acceptance will not involve financial commitments in excess of budgeted items or commit the Foundation to other obligations disproportionate to the gift. The Foundation may elect not to accept a gift-in-kind for any of the following reasons:

- 1. The equipment is obsolete; or
- 2. The intended gift would involve a high level of projected costs of installation or maintenance that is disproportionate to the gift.

VI. Cash and Other Liquid Assets

Cash and liquid asset contributions shall be contributed to the Fletcher Foundation. Deposits of college-related funds into private bank accounts in the name of a unit, faculty, or staff are prohibited under State fiscal policy and College policy. Restricted contributions for scholarships or other purposes must adhere to this same policy.

VII. Other Contributions

Personal/real property/non-program related contributions, meant to enrich the College, should be donated to the Foundation since they are intended to be immediately sold or put on display.

All donations of real estate must be approved in advance by the LCTCS Board of Supervisors. If approved, the Board will determine at that time the best entity to accept the donation, whether the Foundation or the College.

VIII. Gift Acknowledgement and Receipt

Primary responsibility for maintaining complete and accurate records of gifts and donations, including gift acknowledgements, shall rest with the Department of Institutional Advancement. Records shall be made available in accordance with Fletcher policies of confidentiality.

Reference: LCTCS Policy #5.030. LCTCS Policy on Acceptance of Private Contributions by Colleges

Distribution: Distributed Electronically via College’s Internet.

Review Process:

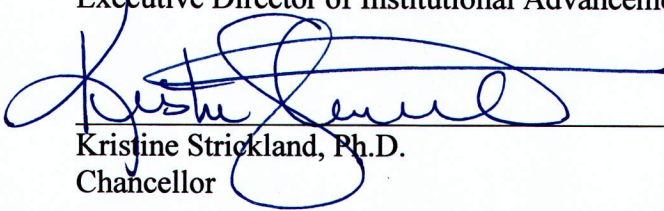
	Reviewing Committee/Entity	Approval Date
	<i>College Council</i>	02/11/2019
	<i>Executive Cabinet</i>	02/19/2019

APPROVED:



W. Chandler LeBoeuf, M.Ed.
Executive Director of Institutional Advancement

3/6/2019
Date



Kristine Strickland, Ph.D.
Chancellor

3/6/2019
Date