

Title: Fundraising Policy
Effective Date: 04/19/2018
Date of Last Revision: 03/28/2018
Review Date: 04/05/2018
Cancellation: N/A
Office: Institutional Advancement

Fundraising Policy

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

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 Division of Institutional Advancement (IA). Solicitation of private contributions and gifts-in-kind made by anyone for the benefit of South Louisiana Community College require prior approval from the Division 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 SLCC 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 SLCC Foundation Board of Directors. The SLCC 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 Division of Institutional Advancement. Only fundraising initiatives that seek private external support from individuals, corporations, or businesses need prior approval from the Division 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 Division of Institutional Advancement.

It is the responsibility of the Division 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 campus 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 Division 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 Engagement and the Division 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 Engagement 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 Engagement and Division 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

South Louisiana Community College 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 College 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 College to other obligations disproportionate to the gift. The College 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.

When gifts-in-kind are given to the College with intent for the donor to receive a tax deduction, it shall be the responsibility of the donor and a requirement of the IRS that the donor, not the College, obtain an independent appraisal of the gift for tax purposes. The College shall not become involved in the appraisal process.

VI. Cash and Other Liquid Assets

Cash and liquid asset contributions shall be contributed to the SLCC 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 Division of Institutional Advancement. Records shall be made available in accordance with SLCC policies of confidentiality.

Attachments

Faculty and Staff Fundraising Form

Reference:

n/a

Policy Reference:

LCTCS Policy #5.030, LCTCS Policy on Acceptance of Private Contributions by Colleges

Review Process:

	Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
x	Committee for Institutional Policy Review	02/23/2018 03/23/2018	03/23/2018	n/a
x	Executive Committee	04/05/2018	04/13/2018	04/19/2018

Chancellor's Signature/Approval

SIGNATURE:



Natalie J Harder, Ph.D.
Chancellor

DATE: 04/19/2018

Final Distribution:

Distribution: Electronic: posted to College's website and sent via email to College personnel
Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder,
copy to Chair of Committee of Institutional Policy Review