



Blue Mountain Community College *Administrative Procedure*

Procedure Title: General Fundraising
Procedure Number: 02-2003-0005
Board Policy Reference: IV.A

Accountable Administrator: Foundation Director
Position responsible for updating: Foundation Director
Original Date: December 2003
Date Approved by Cabinet:
Authorizing Signature: *Signed original on file*
Dated: 03-09-04
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Revised: 03-10
Reviewed: 09-08

Purpose/Principle/Definitions:

Fundraising Activity: Any activity that has as its goal financial gain for a cause or an activity to include the solicitation of contributions or the sale of a product or service conducted by college departments, agencies, or student organizations.

Guidelines:

Raising funds from private sources is an important means of supplementing the various programs in teaching, extra-curricular, and service activities. The college recognizes and encourages the efforts of campus groups in this regard but also recognizes the necessity to establish guidelines that aid in coordinating these activities to avoid conflicts, duplication, violation of laws or regulations, or activities that reflect negatively on the college.

This policy applies to fundraising/solicitation of individuals and business firms by student organizations, departments, and agencies of the college as well as by other groups that are affiliated with the college (e.g., College Community Theatre and the Feves Art Gallery). It does not pertain to proposals to government agencies or private foundations for grants.

Proposals for fundraising activities from **college departments, agencies, academic classes, and other affiliated groups** must be submitted in writing to the Foundation Director prior to the activity on an Activity Request Form. Proposals shall include the

purpose, budget plan, amount sought, prospective donor or donors, and a time schedule for the activity.

Proposals for fundraising activities from **student organizations** must be submitted in writing to the Associated Student Government Advisor no less than two (2) weeks prior to the activity on an Activity Request Form. Proposals shall include the purpose, budget plan, amount sought, prospective donor or donors, and a time schedule for the activity. When approved, the Activity Request Form will be forwarded to the Foundation office to double check for conflicting dates and solicitation plans.

Organizations incorporated outside the college that raise funds for a college department, agency, or unit are requested to confer with the Foundation Director before commencing to raise funds. Approved activities must comply with all college, city, state, and federal laws, ordinances, and regulations, including taxation; and it shall be the responsibility of the activity sponsor to become aware of applicable requirements.

No member of the sponsoring organization or participant in the activity shall receive personal financial gain from it. Reimbursement of planned, bona fide expenses of the activity (labor and materials), shall not be considered as personal gain. In no case shall an employee receive payment for personal services (labor) unless prior written approval is obtained from the President. All funds raised through an activity are to be deposited in accordance with administrative procedure 01-2005-0009 (Deposit of Monies Received by College).

Expectations: It is expected that all fund-raising events held on or off campus will be conducted in a manner that reflects positively on the sponsor and the college. While it is recognized that the type of activities will vary greatly, event sponsors are urged to avoid telephone solicitation, door-to-door sales or solicitations, and direct collections at civic or service organization meetings off campus. These methods are often over-used and may be counterproductive. Caution is also advised in the repetitious solicitation of businesses or prominent citizens for the same reason.

Event coordinators need to be aware of the College's *Alcohol at College Events* procedure 01-2005-0001 and must file the related form with the President's office at least 2 weeks in advance of an event where alcoholic beverages are proposed to be served.

Event coordinators and the Foundation office must work with the College Risk Management Department to verify appropriate insurance coverage.

Special Forms: Activity Request Form

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Date Submitted _____
Approved _____
(See approval checklist below)

Activity Request Form

To help coordinate fundraising activities, please submit this form to the appropriate office (ASG Advisor and/or Foundation Director) **two (2) weeks** prior to the activity.

Organization responsible for the activity _____

Contact name/phone _____

Describe fundraising activity/date/time/location:

Fundraising proceeds will be use for:

Fundraising goal \$ _____ Fundraising Account # _____
(provided by Finance Staff)

Budget (attach if necessary)

must work with Finance Staff for proper budget account setup

Who (groups/businesses/individuals) will you be asking for donations?

How can we help market this activity?

Approved by ASG Advisor /date _____

Approved by Foundation Director / date _____

Approved by Risk Management / date _____

Event posted on BMCC web calendar / date _____