

October 20, 2004

Central Lakes College Policy for Fundraising

To advance the mission of Central Lakes College, raising funds from private sources is an essential activity that supplements other sources of revenue, which mainly are state appropriations and student tuition and fees. Planning and coordination are essential for effective and successful fundraising activities. To ensure maximum fundraising effectiveness, the Director of Resource Development and Central Lakes College Foundation will coordinate fundraising conducted on behalf of, or using the name of, the College.

Procedure

- A. The Director of Resource Development and Central Lakes College Foundation, hereinafter referred to as “Director”, will coordinate fundraising projects.
- B. The Director will establish operational procedures to effectively and efficiently coordinate fundraising activities on behalf of Central Lakes College.
- C. Fundraising includes activities that solicit requests regarding, but not limited to, cash (or pledges relative to), sponsorships, securities, and planned or deferred gifts.
- D. Gifts must be given and accepted consistent with the mission and purposes of CLC and the CLC Foundation.
- E. Fundraising is subject, but is not limited, to the following basic procedures:
 1. College employees, student organizations, or any group or person intending to raise funds on behalf of the College or using the college name must first acquire approval of the Director prior to initiation of a fundraising project, as further defined in operational procedures.
 2. If the fundraising project is targeting specific donors or organizations, the Director must first approve or disapprove solicitation from these persons or organizations prior to any contact being made.
 3. Only the College president, or his/her designee(s), may accept gifts of equipment or real property on behalf of the College. The Central Lakes College Foundation will accept gifts according to its bylaws and procedures.



A COMMUNITY & TECHNICAL COLLEGE

Athletic Programs/Camps Fundraising Proposal

| | |
|-------------------------|--|
| Date: | |
| Athletic Program: | |
| Coach: | |
| Revenue Needed: | |
| Start Date of Activity: | |
| End Date of Activity: | |
| Location: On Campus: | |
| Location: Off Campus: | |

Part I: State the purpose for the fundraising and describe the fundraising activity:

Part II: Identify your process for implementing the fundraising activity, who will be asked to contribute and how the collection of funds will be handled. (If the activity is to solicit funds from members of the surrounding communities, a complete list of prospective donors must be attached to the fundraising proposal.)

Part III: Identify how the funds will be expended.

Part IV. Proposed Budget Needed to Conduct Fundraising Activity.

Cost Center: _____

| Activity | Expenses |
|--------------------------|-----------|
| Supplies | \$ |
| Other Purchased Services | \$ |
| Travel | \$ |
| Other Expenses | \$ |
| Total Expenses: | \$ |

Part V. Proposed Fundraising Revenue Available:

Cost Center: _____

| Revenue | Revenue |
|-------------------------------|-----------|
| Fundraising Revenue | \$ |
| Less Cost to Conduct Activity | \$ |
| Total Revenue | \$ |

The following individuals have reviewed the information and have approved the fundraising activity.

| | | |
|--|---------------|----------------------------|
| _____ Coach | _____ Date | _____ Approved (Yes/No) |
| _____ Athletic Director | _____ Date | _____ Approved (Yes/No) |
| _____ Foundation Director | _____ Date | _____ Approved (Yes/No) |
| _____ Director of Business Services | _____ Date | _____ Approved (Yes/No) |
| _____ Vice President of Student Affairs | _____ Date | _____ Approved (Yes/No) |

| Comments (If Not Approved) |
|----------------------------|
| |



A COMMUNITY & TECHNICAL COLLEGE

Academic Program/Activity Fundraising Proposal

| | |
|---------------------------|--|
| Date: | |
| Academic Program/Activity | |
| Faculty: | |
| Revenue Needed: | |
| Start Date of Activity: | |
| End Date of Activity: | |
| Location: On Campus: | |
| Location: Off Campus: | |

Part I: State the purpose for the fundraising and describe the fundraising activity:

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Part II: Identify your process for implementing the fundraising activity, who will be asked to contribute and how the collection of funds will be handled. (If the activity is to solicit funds from members of the surrounding communities, a complete list of prospective donors must be attached to the fundraising proposal.)

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Part III: Identify how the funds will be expended.

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Student Clubs/Organizations Fundraising Proposal

A COMMUNITY & TECHNICAL COLLEGE

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|-------------------------|--|
| Date: | |
| Club/Organization: | |
| Club Advisor: | |
| Revenue Needed: | |
| Start Date of Activity: | |
| End Date of Activity: | |
| Location: On Campus: | |
| Location: Off Campus: | |

Part I: State the purpose for the fundraising and describe the fundraising activity:

Part II: Identify your process for implementing the fundraising activity, who will be asked to contribute and how the collection of funds will be handled. (If the activity is to solicit funds from members of the surrounding communities, a complete list of prospective donors must be attached to the fundraising proposal.)

Part III: Identify how the funds will be expended.

Part IV. Proposed Budget Needed to Conduct Fundraising Activity.

Cost Center: _____

| Activity | Expenses |
|--------------------------|-----------|
| Supplies | \$ |
| Other Purchased Services | \$ |
| Travel | \$ |
| Other Expenses | \$ |
| Total Expenses: | \$ |

Part V. Proposed Fundraising Revenue Available:

Cost Center: _____

| Revenue | Revenue |
|-------------------------------|-----------|
| Fundraising Revenue | \$ |
| Less Cost to Conduct Activity | \$ |
| Total Revenue | \$ |

The following individuals have reviewed the information and have approved the fundraising activity.

| | | |
|-----------------------------------|-------|-------------------|
| _____ | _____ | _____ |
| Club Advisor | Date | Approved (Yes/No) |
| _____ | _____ | _____ |
| Student Senate Advisor | Date | Approved (Yes/No) |
| _____ | _____ | _____ |
| Foundation Director | Date | Approved (Yes/No) |
| _____ | _____ | _____ |
| Director of Business Services | Date | Approved (Yes/No) |
| _____ | _____ | _____ |
| Vice President of Student Affairs | Date | Approved (Yes/No) |

| Comments (If Not Approved) |
|----------------------------|
| |

Resource Development Department Operational Procedures for Fundraising:

- Students, employees, organizations and groups on campus that wish to engage in a fundraising activity or solicitation must complete a Fundraising Activity Approval Form. These forms will be available through the CLC Foundation office or Club/Organization Advisor and must be submitted with required signatures 2 weeks prior to the commencement of any fundraising activity.
- The form must be completed and submitted to the Resource Development/Foundation office at least two weeks prior to the proposed activity. Include with the form a list of those businesses and individuals that you will include in your fundraising campaign.
- The names and address of any business or entity that donates items valued at more than \$50 must be submitted to the Resource Development/Foundation Office within 10 days of receipt of the donation.
- All requests for gifts shall be made within ethical business, professional and philanthropic promotional practices to avoid any real or apparent conflicts of interest in present or future relationships.
- All donors shall be treated fairly and equitably with respect to credit and recognition for gifts or grants accepted by the College. The Resource Development Office will be responsible for all gift acknowledgements.
- All fundraising shall be conducted with a view toward maximizing the college's philanthropic potential with each constituency – individual, civic organization, business, industry, foundation, government agency, etc.

The Resource Development Office staff will record all names of businesses and individuals that groups are planning to solicit or have solicited within the last year.

Prior to the development of solicitation plans, student or employee groups engaged in fundraising or solicitation activity should consult a recent list of entities already contacted by groups on campus. This list is available from the Resource Development Office. (218-855-8129)

If the fundraising activity or solicitation is deemed to be in conflict with the fundraising program and activities of the Resource Development Office or CLC Foundation, the Director of Resource Development 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 between the student group, employee group

and Resource Development Office, the CLC President will consider the issue and make a final decision, in a timely manner and will notify the parties involved of the decision.