

## **Central Lakes College Policy for Fundraising**

To advance the mission of Central Lakes College, raising funds from other 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, the Central Lakes College Foundation will coordinate fundraising conducted on behalf of, or using the name of, the College. College resources and its students may be used only for purposes related to the mission of the college.

Student **activity** fees must be used for “student activities” as defined by law:

“Student activities” means lectures, concerts, and other functions contributing to the mental, moral, and cultural development of the student body and community in which they live, athletic activities, including intercollegiate contests, forensics, dramatics, and such other activities of any nature as in the opinion of the board of trustees contribute to the educational, cultural, or physical well-being of the student body. “

### **Policy**

- A. The Central Lakes College Foundation Executive Director hereinafter referred to as “Director,” will coordinate all 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, in-kind gifts, and planned or deferred gifts.
- D. Gifts must be given and accepted consistent with the mission and purposes of Central Lakes College and the Central Lakes College Foundation.
- E. Fundraising is subject, but is not limited, to the following basic procedures:

### **Procedures:**

- 1. College employees, student organizations & clubs, 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 these operational procedures.
- 2. If the fundraising project is targeting specific donors, organizations, and businesses the Director must first approve or disapprove solicitation from these persons or organizations prior to any contact being made.

3. Only the Central Lakes College Foundation, or its designee(s), may accept the following gifts: cash (or pledges relative to), sponsorships, securities, in-kind gifts, planned or deferred gifts, equipment or real property on behalf of the College. The Central Lakes College Foundation will accept gifts according to its bylaws and procedures in accordance with approval from the College. All gifts and grants over \$50,000 shall be reported to the MnSCU Board of Trustees.
4. Students, employees, organizations, clubs 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, Club/Organization Advisor or on the web and must be submitted with all required signatures **two weeks prior to any solicitation or expense activity related to the fundraiser.**
  - a) The form must be completed and submitted to the Foundation Director and include a list of those businesses, individuals, and organizations that you will solicit in your fundraising campaign. **Incomplete or untimely requests will be denied.**
  - b) If a raffle is planned as part of the fundraiser, please submit the Fundraising Activity Approval Form to the Foundation Director a minimum of **10 weeks prior** to the designated drawing date.
5. State law requires that all funds be deposited with the college business office daily. Expenses of the activity must be encumbered prior to making purchases according to state law.
6. The names and addresses of any business, individual or entity that donates items must be submitted to the Resource Development/Foundation Office within 10 days of receipt of the donation.
7. 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.
8. All donors shall be treated fairly and equitably with respect to recognition for their gifts or grants accepted by the College Foundation. The Foundation Office will be responsible for all gift acknowledgments.

If the fundraising activity or solicitation is deemed to be in conflict with the fundraising program and activities of the Office of Resource Development & Foundation, the Director of Resource Development will meet with the group or individuals to resolve the conflict and reach a mutually agreeable solution.

**I have read the above policies and procedures and by signing agree to adhere to them.**

Coach/Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Fundraising Activity Approval Form

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Advisor/Coach: \_\_\_\_\_

Submitter's Contact Information: \_\_\_\_\_

Cost Center: \_\_\_\_\_

Planned Activity: \_\_\_\_\_

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: Budget for your fundraising event. Cost Center # \_\_\_\_\_**

How will you raise funds? How many dollars do you plan to raise? Provide details.

What will it cost to raise the needed funds? What expenses will you incur in carrying out the fund raising event or activity? Please list each expense and projected amount.

**Income**

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**Expenses**

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Net Proceeds to the organization. (Income less expenses) \$ \_\_\_\_\_

Breakeven. What do you need to raise to just cover your costs? \$ \_\_\_\_\_

**Part III: Identify your process for implementing the fundraising activity.**

Please identify all prospective donors you plan to solicit for both cash and in-kind donations. Attach additional pages if necessary.

All funds must be deposited immediately in the organizations account.

All expenses from the activity must be approved and submitted in a timely manner to the CLC business office.

**Part IV: Identify how the net proceeds of the fund raising event will be spent in furthering the mission of the organization and college.**

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

Name	Date	Approved*	
_____	_____	Yes _____	No _____
Activity/Club/Coach Advisor			
_____	_____	Yes _____	No _____
Director of Student Life			
_____	_____	Yes _____	No _____
Foundation Director			
_____	_____	Yes _____	No _____
Director of Business Services			

**\*If Not approved – please fill out the next section**

Comments (If Not Approved)

Empty rectangular box for comments.

Empty rectangular box for comments.

Empty rectangular box for comments.