

5.15 - Fundraising Policy & Procedures

To advance the mission of Central Lakes College, raising funds from other sources is an **essential** activity that supplements state appropriations and student tuition and fees. Planning and coordination are critical to effective, successful fundraising. To ensure maximum fundraising, the Central Lakes College Foundation will coordinate fundraising conducted on behalf of or using the college's name. College resources and its students may be used only for purposes related to the college's mission.

Definition of "College Fundraising Activities": A College fundraising activity employs the name, image, or reputation of Central Lakes College and/or the CLC Foundation to secure financial contributions and also meets at least one of the following criteria:

- The activity does benefit Central Lakes College and/or the CLC Foundation
- Checks will be made payable to Central Lakes College and/or the CLC Foundation
- Donors will expect a gift receipt for tax purposes, or will be promised a gift receipt, or
- The organization will use the Foundation's taxpayer identification number

Policy:

- A. The Central Lakes College Foundation Executive Director, hereinafter referred to as "Director," will coordinate all college fundraising activities.
- B. The Director will establish operational procedures to coordinate fundraising activities for Central Lakes College effectively and efficiently.
- 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 to, 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 to use the college name must first obtain the Director's approval before initiating a fundraising activity, as further defined in these operational procedures.

2. If the fundraising activity targets specific donors, organizations, and businesses, the Associate Vice President must first approve or disapprove solicitation from these persons or organizations before any contact is 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 in accordance with its bylaws and procedures, subject to approval from the college. All gifts and grants over \$100,000 \$ shall be reported to the Chancellor or designee.
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 online forms will be available through the CLC Foundation office, the Club/Organization Advisor, or online. They must be submitted with all required signatures **at least 2 weeks before any solicitation or expense activity related to the fundraiser**.
 - a) The online form must be completed and submitted to the Associate Vice President of Advancement. It must include a list of those businesses, individuals, and organizations 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 Associate Vice President of Advancement at least **10 weeks before** the designated drawing date.
5. State law requires that all College funds be deposited daily with the college business office. Under state law, the activity's expenses must be encumbered before making purchases.
6. The names and addresses of any business, individual, or entity that donates items must be submitted to the Foundation Office within ten days of receipt of the donation.
7. All requests for gifts shall be made in accordance with 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.
9. If the fundraising activity or solicitation is deemed to conflict with the Foundation's fundraising program and activities, the Associate Vice President of Advancement will meet with the group or individuals to resolve the dispute and reach a mutually agreeable solution.

[Link to the online fundraising form in Microsoft Teams.](#)

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