

**TITLE: FUND - RAISING PROGRAMS ADMINISTRATIVE PROCEDURES**

I. Delegation of Authority/Responsibility

All fund-raising activities of Gogebic Community College and its units are coordinated by the Development Office, as designated by the President. Solicitation of gifts, funds or property shall not be made by anyone in the name of, or for the benefit of, Gogebic Community College without communication with the Development Office.

In the case of fund-raising activities sponsored by the associated students or by other student groups, prior approval of the college Dean of Student Services is required, as well as notification to the Development Office.

The purpose of coordinating all private fund-raising activities through one office is threefold:

- A. Provide a continuity of message in building understanding and support for district-wide funding needs.
- B. To avoid conflict and duplication of effort in the fund raising contact program.
- C. To maximize the contribution from each potential donor.

II. Responsibility for Coordination

The Development Office is responsible for creating an awareness of the financial needs of the college which are not met by state or federal support and to implement systematic plans, in cooperation with the Foundation and college staff, by which these needs can be met.

The Gogebic Community College Foundation, an independent, non-profit, tax-exempt organization responsible for assisting in raising funds from individuals, corporations, foundations, organizations, etc. The Foundation receives, invests, administers and disburses restricted and unrestricted gifts.

III. Guidelines for College-Initiated Gifts (Fund Raising Programs)

A plan for prioritizing college-initiated gift requests will be established, and reviewed and updated annually, which will reflect prioritized needs developed by departments/divisions through the College President or Deans, and coordinated by the Development Office.

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(Cont'd)

Included in the plan will be:

- A. Gifts of cash for a specific project/program.
- B. Funds for purchase of equipment.
- C. Requests for specific equipment to companies known to have such resources.

Any Deans, supervisor, faculty or staff member who seeks to establish any type of fund raising program in the name of Gogebic Community College from individuals, business, industry, foundations, or community organizations shall follow the guidelines set forth in this document.

1. Before pursuing formal discussions with any potential donor for the cash support or for major non-cash gifts for any program/project, there should be conversations with the appropriate supervisor and Dean.
2. Any written request to undertake fund raising should first be approved by the College President and appropriate supervisor.
3. Prior to submitting the formal written request to potential donors, the mailing list, request letter, and any related documents should be reviewed by the Development Office for assistance in establishing a fund-raising plan in coordination with other development activities.

Fund-raising and solicitation programs such as, but not limited to, the following are included:

- A. Plans to raise funds on an annual recurring basis, similar to or as a part of an annual fund solicitation.
- B. Establishment of an "associates" or "friends" program designed to solicit financial support for a particular academic/vocational or administrative unit or program.
- C. Special fund raising efforts appealing to the college's constituencies for scholarships, memorial funds, fellowships, aid programs, endowed chairs, etc.
- D. All private foundation proposals for special grants.

IV. Receipts and Acknowledgements

The Development Office will send receipts and thank-you notes in all cases where the gift is to the college or the Foundation.