

# **NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP-6170.0**

**FOR POLICY NUMBER: BP – 6170**

## **FUNDRAISING PROCEDURES**

### **1. PROCEDURE SUMMARY STATEMENT**

To provide procedures for fundraising and the solicitation of funds.

### **2. DEFINITIONS**

2.1 For the purposes of this procedure, fundraising activities are defined as those that solicit gifts from off-campus businesses, individuals, and organizations. Such requests include pledges, cash, corporate sponsorships, securities, items of property, donated services, gifts-in-kind, and deferred or planned gifts.

### **3. PROCEDURE**

- 3.1 To maximize the College's fundraising efforts, the following procedures shall be followed by any entity associated with Northeast Community College for all fundraising activities designed to benefit the College.
- 3.2 Any individual, employee, or organization affiliated with the College wishing to solicit contributions in the name of the College shall complete a Fundraising and Solicitation Request Form and obtain a vice president's signature. If the request is on the behalf of a student organization, a Student Organization Activity Planning form shall be submitted to the Director of Student Activities; all other requests should be submitted to the Associate Vice President of Development and External Affairs.
- 3.3 Development staff, under the direction of the Associate Vice President of Development and External Affairs, shall discuss, on an as-needed basis, Fundraising and Solicitation Request Forms and recommend approval, denial, or revision of the activity.
- 3.4 Development staff will determine if the proposed activity helps fulfill the College's role and mission, as well as consider the timeliness of the request in regards to other fundraising efforts. Organizations that engage in an annual fundraiser may resubmit their Fundraising and Solicitation Request Form from the prior year with needed updates or changes.
- 3.5 The formal acceptance and valuation of any donations and gifts are in accordance with the Northeast Community College Foundation Gift Acceptance Procedures.

#### 4. APPLICABILITY

N/A

**ISSUE DATE:** 03/23/2016

**EFFECTIVE DATE:** 03/23/2016

**REVISION DATE(S):** 05/12/2005 (item #9698); 06/12/2012 (item #11073); 06/01/2014;  
03/23/2016

**PRIOR POLICY/PROCEDURE NUMBER:** 3205.a

**SCHEDULE FOR REVIEW:** 2021

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Development and  
External Affairs

**SPONSORING DIVISION/DEPARTMENT:** Institutional Advancement Division

**RELATED PROCEDURES/ REFERENCE:** Northeast Foundation Gift Acceptance Procedures

**PROCEDURE KEY WORDS:** fundraising; solicitation; donations