

FUNDRAISING AND SOLICITATION PROCEDURES

To maximize the College's solicitation efforts, the following procedures shall be followed by any entity associated with Northeast Community College for all solicitation activities designed to benefit the college. For the purposes of this procedure, solicitation activities are defined as those that solicit funds 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. College departments that seek service or equipment donations to supplement their programs are excluded from this policy.

Any individual, employee, or organization affiliated with the college wishing to solicit contributions in the name of the college shall complete a Fund Raising and Solicitation Request Form. If the request is on the behalf of a student organization, the form shall be submitted to the Student Activities Coordinator; all other requests should be submitted to the Director of Development. A work group including the Director of Development, Student Activities Coordinator, Athletic Director, and two representatives from Educational Services appointed by the Vice President of Educational Services shall discuss on an as-needed basis Fundraising and Solicitation Request Forms and recommend approval, denial, or revision of the activity. The work group will determine if the proposed activity helps fulfill the College's role and mission as well as the timeliness of the request in regards to other fundraising efforts. Thirty days after the completion of any approved activity, a Fundraising and Solicitation Report Form must be completed and submitted to the Development Office. Organizations that engage in an annual fundraiser may resubmit their Fundraising and Solicitation Request Form from the prior year with needed updates or changes.

The formal acceptance and valuation of any donations and gifts are in accordance with the Acceptance and Valuation of Gifts Policy (Code 3210).