

## **BP 1.12 Fundraising**

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### ***Legal Authority***

**Approvals**            05/11/00  
**Revision**

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### **Policy**

All College fundraising efforts and activities must be conducted under appropriate guidelines and procedures to ensure that they further the College's mission and do not cause conflict with activities in another College area. Each is defined below.

- MTCC Foundation:

The McDowell Technical Community College Foundation is designated as an official fundraising organization authorized by the Board of Trustees to solicit and accept charitable gifts and contributions on behalf of McDowell Technical Community College. Various fundraising activities are planned and/or coordinated by the Foundation to support the College. Detailed procedures for MTCC Foundation activities are addressed in the Foundation By-laws.

- Non-foundation activities or solicitations:

All non-foundation fundraising activities or solicitations conducted in the name of the College, or any division of the College, or any student organization, must be approved in advance by the department supervisor and Vice President of Finance and Administration in order to prevent potential conflicts of interest with fundraising efforts by the College Foundation and to ensure the appropriate use of College personnel, facilities, and supplies in such activities. Requests to engage in fundraising must be presented to the President and Vice President for Finance and Administration on the *Event / Fundraising* form 2000-02 (copy attached).

- Grant applications and proposals:

All grant applications and proposals must be approved by the College President, prior to submission, and must conform to guidelines set forth in board policy 1.5, "Externally-funded Grants and Contracts."

- B.O.T. Notification:

The President will present a list of all non-Foundation donations, gifts and bequests, and all grant awards to College Trustees for Board information.

**MCDOWELL TECHNICAL COMMUNITY COLLEGE  
EVENT / FUNDRAISING FORM**

CHECK ONE ONLY:          \_\_\_\_ Schedule Event    \_\_\_\_ Fund-Raising Event

Sponsoring organization: \_\_\_\_\_

Fund-Raising/Schedule Activity: (Give a brief description)  
 \_\_\_\_\_  
 \_\_\_\_\_

Is public invited?    \_\_\_\_ Yes          \_\_\_\_ No

Date to be held: \_\_\_\_\_ Hours: \_\_\_\_\_

Place to be held: \_\_\_\_\_

Who is responsible for cleaning of facility?: \_\_\_\_\_

Are security guards needed?    \_\_\_\_ Yes          \_\_\_\_ No

Faculty/staff representative(s) to be present?    \_\_\_\_ Yes          \_\_\_\_ No

If "yes," please list names: \_\_\_\_\_

Do you want publicity?    \_\_\_\_ Yes          \_\_\_\_ No

\_\_\_\_\_  
**Signature** of person completing this form

\_\_\_\_\_  
**Date**

**APPROVAL** (Signatures):

Advisor of Organization: \_\_\_\_\_

SGA President: \_\_\_\_\_

VP of Student Services: \_\_\_\_\_

**TO BE COMPLETED FOR FUND-RAISING ONLY:**

Purpose to be served by funds raised: \_\_\_\_\_

Charge for facility: (Y / N) \_\_\_\_\_ (See 1.12 Facility Use by Outside Organizations)

Who is responsible for cleaning facility?: \_\_\_\_\_

Special arrangements: \_\_\_\_\_

\_\_\_\_\_  
**APPROVED BY:**

\_\_\_\_\_  
President, McDowell Technical Community College          **Date**