



Policy No.	14002
Effective Date	July 2005
Revision Date	March 2008
Revision No.	1
Approved: John J. "Ski" Sygielski Date: April 2008	

Policy for Fundraising by Employees, Students, Organizations and Board Members

1.0 Purpose

The purposes of this policy are to (1) ensure that individuals or organizations are not solicited for charitable contributions by different College employees and students at the same time and (2) enhance our fundraising efforts.

2.0 Revision History

This policy has been in effect since July 2005. It was revised and approved on March 14, 2008.

3.0 Applicability

This policy applies to all LFCC employees, students, organizations and board members who plan to solicit non-LFCC employees and/or non-students for funding on LFCC's behalf. Fundraising projects involving LFCC employees and students only are excluded from this policy. (An example includes an employee raising money for cancer organizations). This policy does not apply to students who are selling items to raise funds. (An example includes a student organization selling gift baskets).

4.0 Policy

1. All contact with current donors and prospective donors (those not employed by LFCC) for the purpose of raising money or gifts-in-kind must be authorized by the LFCC Educational Foundation Inc. in advance of the contact. The Foundation will work in concert with College employees to secure contributions where no conflict exists.
2. All supervisors should inform their employees and any organizations for which they are responsible of the proper fundraising procedures.

3. Donors must be informed that it is their responsibility to determine a monetary value for their in-kind gifts. All gifts of \$5,000 or greater must be officially appraised at the expense of the donor.
4. Donors should be advised that their gifts are tax-deductible, within the limits of IRS regulations, and that they will receive an official acknowledgement letter from the Foundation. (Note: The Foundation is a 501 (c)(3) charitable organization.)
5. Solicitations for door prizes and give-aways will be coordinated by the Office of College Advancement. Employees needing these items should contact the Office of College Advancement at least one month before needing the items.
6. The Foundation serves as a clearinghouse for all information pertaining to fundraising in the name of the College. The Foundation will:
 - maintain a list of all monies and gifts asked for and received
 - keep the information current so that different organizations within the College are not constantly seeking funds from the same donor
7. All students and student organizations raising funds in the name of the College must submit all plans through the student activities coordinators to the vice president of student success. Student organizations are not required to deposit their funds with the Foundation.

5.0 Definitions

- A donor is a person or organization that has ever donated to the College.
- A prospective donor is a person or organization that has never donated to the College but may possibly give or be asked to give.

6.0 Responsibilities

All employees, students, organizations and board members are expected to fully comply with this policy, which is located on the intranet.

7.0 Procedures

To seek permission to pursue a fundraising initiative that involves non-LFCC employees and non-students:

1. The requester will complete and return the Fundraising Initiative Authorization Form to the vice president of college advancement at least four weeks before the start date of the proposed fundraising initiative. The Fundraising Initiative Authorization Form is located on the intranet.

2. The vice president of college advancement will notify the applicant through e-mail if the request has been accepted or declined.
3. The requester will present the results of the fundraising initiative to the vice president of college advancement no later than four weeks after the end date of the fundraising initiative.

8.0 Sanctions

Employees who fail to comply with the terms of this policy will be subject to disciplinary action, as determined by their immediate supervisor.

9.0 Interpretation

Authority for interpretation of this policy rests with the College president and vice president of college advancement.

10.0 Authority/Reference

The Office of College Advancement staff developed this policy based, in part, on the Virginia Community College System Policy Manual (Section 2.A – Educational Foundations).