

Fundraising Policy	BOT Approved: Originally approved 8/21/15. New update w/Crowdfunding & Form Updates approved on 10/16/18. Title updates 4/27/2021.
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PURPOSE:

The purpose of this policy is to clarify fundraising activities in which student and staff organizations and athletic teams are permitted to engage in to support student, club, staff and team activities. In addition, general guidelines are given to these organizations to engage in best practices for fundraising.

POLICY:

All fundraising efforts by student and staff organizations must be consistent with the College's mission and comply with all other College policies. Fundraising activities must not compete with or jeopardize the College's or the Foundation's overall fundraising efforts to secure donors for gifts that support endowments, scholarship funds, operational needs and facilities.

DEFINITIONS:

Crowdfunding - A method of raising capital for a project or venture through the collective effort of friends, family, customers, and individual investors. This approach taps into the collective efforts of a large pool of individuals, primarily online via social media and crowdfunding platforms, and leverages their networks for greater reach and exposure.

Fundraising activities—Student and staff led fund-raising by college-sanctioned clubs and groups including athletic teams. These activities raise funds from the selling of goods or services, hosting of events, crowdfunding or normally small contributions that result from fundraising activities. Examples: raffles, bake sales, tournaments and/or contests, auctions, dinners. Funds raised from these activities are used to support student, club and team activities. No charitable receipt will be provided by the college to the donor.

PROCEDURES:

Organizations, teams and student groups associated with the College must have approval prior to conducting fundraising activities, in accordance with the following guidelines.

- a. Fundraising and solicitation activities of the College may only be conducted by athletic teams, clubs and organizations that are College-recognized and in good standing.
- b. The approval path for fundraising activities of athletic teams is through the Head-Coach, Athletic Director, and the Dean of the appropriate area (see attached form).

- c. The approval path for fundraising activities for student and staff clubs and organizations is through the Club Advisor, the Director/Program Director/Coordinator or first-line supervisor, and the Dean of the appropriate area (see attached form).
- d. **The fund-raising authorization request form is attached and should be submitted for approval no later than two (2) weeks before the scheduled event.**
- e. All funds received must adhere to the College's accounting and reporting practices. Funds generated by student and staff organizations will be deposited in the organization's agency account held by the College for the benefit of the organization. Funds should be kept in a secure location and deposited within one week of receipt.
- f. Any person, group or entity affiliated with Garrett College wishing to conduct a crowdfunding campaign in the name of Garrett College and in furtherance of its mission shall begin the process by applying to use an approved technology platform in accordance with approved and adopted College policies and procedures.

(Please complete attached form)

FUNDRAISING AUTHORIZATION REQUEST FORM

Group/Club Name: _____
(Complete name of club, team, or organization requesting authorization for fundraising activity)

Date Submitted: _____

DESCRIPTION OF ACTIVITY – Please provide complete details as to the nature, activities, and location of the event. Information can also be typed, printed, and attached to this form.

ESTIMATED AMOUNT OF FUNDS TO BE RAISED AND USE OF FUNDS – Please provide an estimated amount of the funds to be raised and the intended use of the funds (*i.e. Field trips, uniforms, scholarships, etc.*). Information can also be typed, printed, and attached to this form.

BUSINESS CONTACTS – If your fundraising activity includes solicitation of businesses, corporations or foundations please provide a list of names below.

DATES/TIMES OF ACTIVITY:

Start Date: _____ Time(s): _____

End Date: _____ Time(s): _____

SIGNATURES:

I certify that all information provided is correct and truthful and that I have read, understand, and agree to abide by Garrett College's Fundraising Policy and Procedures:

Requestor: _____ Date: _____

Area Approval Signature: _____ Date: _____
(Club Advisor, Coach, Athletic Director, Director/Coordinator, Program Director, Supervisor)

REQUESTOR/AREA APPROVAL - FINAL CHECKLIST:

_____ **I have met with the Foundation Staff/Representatives to discuss the fundraising activity.** Foundation Executive Director Signature: _____
Date: _____

_____ If this event is being held on campus, has it been scheduled in the room scheduling software? If not, please contact your area assistant/secretary to assist with this once all approval signatures are acquired.

_____ Will this activity require a Security Officer's presence? Yes ___ OR No _____. If yes, please contact your area assistant/secretary to email security@garrettcollege.edu to discuss.

_____ Will this activity require the support of maintenance or custodial persons beyond their normal duties? Yes ___ OR No _____. If yes, please contact your area assistant/secretary to update in the room scheduling software and send a note to facilities@garrettcollege.edu.

_____ Will this activity require IT Support? Yes ___ OR No _____. If yes, please contact your area assistant/secretary to update in the room scheduling software and send a note to helpdesk@garrettcollege.edu.

_____ Have you made your request at least two (2) week in advance? Yes ___ OR No _____?

FINAL SIGNATURES:

Chief Financial Officer: _____ Date: _____

Area Dean or GC President: _____ Date: _____

NOTE: Once complete and final signatures are acquired, a copy must be provided to the Garrett College Foundation Office and the College Business & Finance Office.

Date: _____ Copy sent to GC Foundation Office, c/o Executive Director (Room #310)

Date: _____ Copy sent to GC Business & Finance Office, c/o CFO (Room #707)