

Fundraising Guidelines

Responsibility

The foundation executive director has overall responsibility for college fundraising efforts, particularly insuring consistency in and coordination among the many efforts that occur throughout the institution. The scope of this regulation includes solicitation of cash and in-kind gifts from individuals and businesses, but does not include activities by student organizations to raise money through events and sale of merchandise.

Soliciting Gifts

1. Any staff or department involved in soliciting cash gifts will consult with Clackamas Community College Foundation (Foundation) staff prior to seeking gifts. This avoids duplicate and inappropriate contacts and also provides information to staff on potential donors from the Foundation's donor base. All gifts will be solicited and received in the name of the Foundation. Foundation staff can provide assistance in establishing funds for specific purposes.
2. All noncash or in-kind gifts will be solicited in the name of the Foundation, and in most cases, ownership will be transferred to the College. The department being offered the gift has the right to accept or refuse the gift. The Foundation office will provide the necessary forms to the donor and the College department receiving the gift to ensure proper IRS documentation. The donor (not the Foundation) is responsible for establishing the value of the gift.

Recording Gifts

In the case of cash or in-kind gifts given directly to a department or individual, the recipient will immediately inform the Foundation office. This ensures that the donor will be thanked by the Foundation and that the donation will be entered into the Foundation's donor records.

Donor Information Base

The Foundation office will maintain a comprehensive donor base, with records of cash and noncash gifts, pledges, and deferred commitments. The donor base will help College staff avoid duplicate contacts and gain valuable knowledge about prospective donors.

Approved by President's Council: _____

(Date)
Corrected 7/13/11; Corrected 10/11/11