

PROCEDURE 2.19.0: EXTERNAL FUNDRAISING ACTIVITIES

All fundraising targeted to external constituent groups of the college is coordinated through the Sandburg Foundation. To protect the individuals and businesses in the communities we serve, and keep solicitations organized, a united fundraising plan must be adhered to and maintained. Student and employee organizations should use this guide for external fundraising activities.

Prior to the development of plans for external fundraising activities, student or employee groups who wish to solicit local businesses, organizations or community residents should consult with the Foundation. Once an application is approved, the group is given a list of prospects to avoid when soliciting, and must submit a list of planned prospects and anticipated donations. If the fundraising activity or solicitation is deemed to be in conflict with the fundraising program and activities of the Sandburg Foundation or Sandburg, someone from the Foundation will meet with the group or individual(s) to resolve the conflict and reach a mutually agreeable solution. If a conflict arises that can't be resolved between the student or employee group and Foundation, the cabinet will consider the issue, make a final decision in a timely manner, and notify the parties involved of the decision.

Student groups

All student groups wanting to solicit gifts from local businesses, individuals, foundations or community organizations must have the approval of the group's faculty/staff advisor and the head of student life, and then coordinate through the Foundation.

Employee groups

All employee groups must have the approval of the Foundation concerning projects that involve solicitation of local businesses, individuals, foundations or organizations.

Student and employee groups

Students, employees, organizations and groups on campus wanting to engage in an external fundraising activity or solicitation must complete a fundraising activity approval form (under mySandburg > Employee Resources), and submit it to the Foundation at least two weeks prior to the proposed activity. The form isn't required for the sale of tickets or small items or services, such as a bake sale or car wash, on or off campus. In addition to this form, a list of planned prospects with anticipated donations is required. After a fundraising campaign, or the receipt of any donation valued at \$50 or more (cash, products, equipment or in-kind services), student or employee groups are required to submit the name and address of any business or entity that donates within 10 days of receipt of the gift. The Foundation will appropriately document the donation and recognize the donor. All funds raised through the approved activity must be



deposited first in the Foundation account, then transferred into the appropriate college account. Approval must be received prior to accepting donations of equipment or tangible property.

Original: 2/04

Reviewed: 2/16, 1/18, 1/24

Revised: 2/16, 1/18, 1/24