

POLICY & PROCEDURES MEMORANDUM

**TITLE: FUNDRAISING
AND SOLICITATION**

EFFECTIVE DATE: March 27, 2017*
*(*Procedural Update 3/27/17;
Title Updates & Form Addition 5/29/12;
Original 7/24/07)*

CANCELLATION: none

CATEGORY: Business (BA)

POLICY STATEMENT

Delgado Community College's Chancellor exercises control over all fundraising and solicitation efforts on behalf of the College. These activities are coordinated through the College's organizational structure as follows:

External, Formal Fundraising

External, formal fundraising efforts are administered through a Joint Operating Agreement between the College and the Delgado Community College Foundation, which is the official agency through which funds in support of the College's activities are channeled according to the guidelines prescribed in Louisiana Community and Technical College System (LCTCS) Policy #5.017, [Policy on Foundations](#).

All such formal, external resource development efforts of the Foundation are coordinated through the Office of Institutional Advancement. The Office of Institutional Advancement also serves as a liaison for external fundraising efforts administered by the College's sanctioned alumni associations for the benefit of the College.

Internal, College-wide Fundraising

Internal, *college-wide* fundraising, including employee and student giving campaigns on behalf of the College, are coordinated through the Office of Institutional Advancement through the Delgado Foundation. Internal, *college-wide* employee fundraising efforts for external community service agencies (i.e., The United Way, etc.), which are sanctioned by the College and/or the LCTCS, are coordinated by the Chancellor's designee.

Internal Fundraising by Student, Departmental and Employee Organizations and/or Entities

Recognized student, departmental, and employee organizations and entities of the College are permitted to raise funds in support of their individual functions. Any such fundraising efforts must be administered as follows:

- Prior, written approval of the student, departmental and/or employee organization and /or entity's fundraising efforts by the appropriate Campus/Site Executive Dean on [Fundraising Request Form, Form 3330/002 \(Attachment A\)](#) is required.
- Prior approval of the student, departmental and/or employee organization and /or entity's fundraising efforts by the appropriate Campus/Site Executive Dean is required either:
 - through the College's [online Event Management System's Fundraising Request Form](#) for fundraising events using the facilities listed in [Delgado Event Management System Facilities](#),
 - OR*
 - on the [Fundraising Request Form, Form 3330/002 \(Attachment A\)](#) for fundraisers NOT using College facilities or using facilities that are NOT included on the College's [Event Management System](#).
- The respective Vice Chancellor over the department/program sponsoring the fundraiser or his/her designee ensures (1) appropriate security measures are employed in conjunction with Campus Police, and (2) proper cash handling techniques are used in accordance with the guidelines set forth in the College's [Cash Handling Procedures](#) policy.
- Funds are processed through the College's centralized accounting system through the establishment of a separate account. The Campus/Site Executive Dean may grant a written exception to this requirement when fundraising activities are deemed non-recurring or of minimal or limited financial impact.
- A [Request to Create Account](#), Form 3330/001 (Attachment B) must be submitted and processed. This allows for the establishment of a separate account that provides internal controls, restricted access and monitored distributions.

Other Solicitation

Outside vendors may be permitted to solicit employees on campus to the extent such solicitation is directly related to College business needs, services, supplies, or equipment generally used by the College. Outside vendors may also be permitted to solicit students on campus in regard to educational or related services and products deemed beneficial to students. However, outside vendor solicitation must receive prior, written approval by the appropriate Campus/Site Executive Dean and be coordinated through his/her designee.

Attachments:

[Online Event Management System's Fundraising Request Form](#)

Attachment A - [Fundraising Request Form \(Form 3330/002\)](#)
(Form used only for fundraisers NOT using College facilities or
using facilities that are NOT included on the College's [Event
Management System.](#))

Attachment B - [Request to Create Account \(Form 3330/001\)](#)

Policy Reference:

LCTCS Policy #5.017 [Policy on Foundations](#)

Review Process:

Fundraising and Solicitation Ad Hoc Committee (Responsible Departments) 7/19/07
College Council 7/24/07
Vice Chancellor for Institutional Advancement–Procedural Update Approval 3/27/17

Distribution:

Electronically Distributed Via Electronic Mail System