

PolicyName Fundraising and Solicitation

Policy Number K-3

FunctionalArea(s) Responsible Advancement

Owner(s) of Policy Advancement

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Policy Statement

Finger Lakes Community College shall maintain a comprehensive resource development program coordinated by the Office of Advancement that seeks to expand the College's resources through all sources. Received and processed through the FLCC Foundation, the College shall accept gifts only if they are consistent with the mission and goals of the strategic plan. No gift shall be accepted that is so restrictive as to make the gift's use unnecessarily difficult.

The Office of Advancement shall oversee all solicitations made on behalf of the College to ensure that all solicitations support the mission of the College.

The Office of Advancement is responsible for the planning, implementation and evaluation of all fundraising activities and solicitations for the College from both within and outside the College. Gifts shall not be accepted for the benefit of any individual or special interests and do not constitute a formal list of donors. In such instances, proceeds are deposited to accounts of the FLCC Student Body Association.

Solicitations must be consistent with the laws, regulations, and policies of the State of New York and the federal government.

No individual or unit of the College shall solicit gifts in the name of or on behalf of the College until and unless approved in writing by the College President or designee and the Chief Advancement Officer.

Individuals wishing to implement a fundraising effort in support of an approved College sponsored activity should first contact the Foundation.

Foundation's current donor base.

- All requests for Advancement to undertake external fundraising programs to solicit contributions from private individuals, foundations, businesses, corporations and organizations, public grant writing or government appropriations must first be reviewed through appropriate channels, including the department chair, the appropriate director, the appropriate member of President's Cabinet, the College President, and the Chief Advancement Officer.
- College personnel shall not benefit personally from any gifts, sponsorships or grants received by the College.

6. Gifts may only be accepted by the College President or designee or by the Chief Advancement Officer. members of the college community, including students, who are approached by donors wishing to make gifts to the College, should refer all such donors to Advancement
7. Since the College is not authorized to act as a conduit for gift giving, potential donors shall be directed to make contributions to the FLCC Foundation. Under no circumstances should potential donors be directed to make gifts directly to the College.
8. All requests for gifts shall be made within ethical business and philanthropic practices, to avoid any real or apparent conflicts of interest in present or future relationships. The Finger Lakes Community College Foundation shall adhere to the Association of Fundraising Professionals Code of Ethics and the Donor Bill of Rights.
9. Solicitations, sales, and fundraising by external groups in the College's facilities are prohibited unless authorized by the Associate Vice President of Student Affairs, the Vice President of Administration & Finance and/or the Provost and Vice President of Academic & Student Affairs or their designee(s). External groups who sell merchandise as part of their activity must disclose what items will be for sale. Sales by vendors doing business with appropriate college staff in support of college operations are exempt from this policy.
10. If any of the above fundraising activities or solicitations is deemed to be in conflict with the fundraising program and activities of the Office of Advancement or the FLCC Foundation, the Chief Advancement Officer will meet with the organization or individuals to reach a mutually agreeable solution. If a solution cannot be reached, the College President will consider the issue, make a final decision in a timely manner, and notify the parties involved of the decision.
11. Should representatives of the Foundation be asked to participate in the planning and/or execution of a fundraising event or activity, the Foundation reserves the right to charge an administrative fee for such services.

The Foundation shall not accept any gifts which may jeopardize its exempt status with the State of New York or the U.S. Internal Revenue Service.

Reason(s) for Policy.

This policy establishes a set of guidelines for fundraising on behalf of Finger Lakes Community College. The College understands that coordinated efforts led by comprehensive strategic planning are essential to successful fundraising. Appropriate planning and coordination are also necessary to ensure the proper stewardship, accounting, and recognition of gifts.

Applicability of Policy

All FLCC employees should be familiar with this policy.

