

PROCEDURES MEMORANDUM

TO: MCC Employee

FROM: Office of the President

SUBJECT: Fundraising by College Employees

DATE: September 22, 2008

PURPOSE: This procedures memorandum systematizes the process for fundraising by College employees. This procedures memorandum does not deal with unsolicited donations to the Foundation or the College.

SCOPE: This procedure applies to all College employees.

1. General Principles

- A. Fundraising for Metropolitan Community College (MCC) is carried out on behalf of the College by the Metropolitan Community College Foundation (MCCF) Staff and by College Employees using the procedures outlined below.

2. Definitions

- A. Government grantors – federal, state or local governmental entities.
- B. Private donors – individuals, corporations, foundations, associations and other non-governmental organizations.

3. Procedure for Fundraising

- A. All government funding solicited on behalf of the College is to be paid to Metropolitan Community College and is solicited and received in accordance with the College's Procedures for Institutional Grants process (PM X-20). Grant requests are submitted directly to governmental agencies on behalf of the College unless the grantor requires a 501(c)(3) designation. In that case, the MCC Grants Office will prepare the request for MCCF signature and utilize the College process outlined by the Procedures for Institutional Grants System to submit the proposal.
- B. Donations from private donors may be solicited by the Foundation and/or by College employees with the approval, in both cases, of the appropriate Vice President or Associate Vice President. The Vice President or Associate Vice President will review each request in light of the College's strategic initiatives and

funding needs and will have the option of a) running the solicitation through the Procedures for Institutional Grants System, b) forwarding it to the MCC Foundation for consideration, or c) deciding the solicitation should not be conducted. The College President must authorize and approve any solicitations in which a Vice President or Associate Vice President is directly involved.

1. If the request is forwarded to the Foundation for consideration, the Foundation will review the request to determine its alignment with College-wide fundraising goals, campaigns, and plans. If the solicitation request does not present a conflict with those plans, the Foundation will support the employee's fundraising efforts as needed. If the Foundation determines that a potential conflict exists with the employee's solicitation (such as simultaneous solicitation of the same donor), the Foundation will attempt to resolve the issues with the Vice President or Associate Vice President and the employee. If a conflict arises that cannot be resolved between those parties, the President will consider the matter and make a final decision, in a timely manner, and will notify the Foundation and the employee of the decision.
  2. Unless otherwise indicated specifically by the donor, any solicited funds or gifts will be processed as a donation to the MCC Foundation.
  3. The MCC Foundation will issue standardized acknowledgement letters for all donations, in accordance with Internal Revenue Service guidelines and will work with the employee who solicited the gift to determine if an additional personal note is appropriate.
- C. Major Gifts and Capital Campaigns – Periodically, college-wide fundraising campaigns may be established to support strategic initiatives, construction projects, or other large-scale projects. These campaigns will be carried out in partnership between designated College personnel and MCC Foundation representatives in accordance with agreed-upon action plans. To ensure broad stakeholder participation in these campaigns, the President may elect to engage College personnel and their stakeholder networks, established in the course of conducting College business, in campaign planning and implementation.

Adopted 12/18/01; Revised 8/7/06; 12/6/07; 9/22/08