




Lyndon State College
Policies and Procedures

No. 451
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Ref: Bus.
Date: Rev. 11/7/13
Approval: 

TITLE: Coordination of Development/Fundraising

Policy Procedure Rule Regulation Form

1.0 Introduction

In an attempt to assure the success of fundraising on behalf of Lyndon State College and to avoid duplication of efforts that could adversely affect a major gift solicitation, all fundraising activities directed toward private individuals and/or businesses, as explained below, will be coordinated and approved by the Office of Institutional Advancement.

2.0 Policy

The Office of Institutional Advancement will carry out gift solicitations and fund drives on a campus-wide basis, to benefit the entire campus community. Other formal individual efforts shall be coordinated with these activities in mind. This policy pertains to proceeds of a monetary and in-kind nature secured through events or other fundraising activities, such as raffles, bake sales, babysitting services, web-based fundraising, engagement of third party fundraisers, etc. No groups or individuals shall solicit businesses/individuals without permission from the Office on Institutional Advancement. Interested donors should be directed to the Office of Institutional Advancement.

However, this policy does not preclude any individual or department from accepting unsolicited gifts on behalf of Lyndon State College. Unsolicited gifts may be accepted provided that they will not disrupt the campus in any way or result in a financial outlay by Lyndon State College. Individuals/ departments can only accept checks made out to Lyndon State College.

3.0 Procedure

Individuals and/or departments who wish to raise funds must complete a Fundraising Approval Form, available from the Office of Institutional Advancement and online.

Any fundraising proceeds must be directed to the Business Office so that accounting, recording, and acknowledgement can be completed. Any questions about fundraising or the acceptance of unsolicited gifts should be directed to the Office of Institutional Advancement.

LSC FUNDRAISING APPROVAL FORM

Name: _____

Date: _____

Program/Dept./Club: _____

Phone: _____

1. Type and description of fundraising activity (e.g. bake sale, event, web-based activity):

2. Date(s) of activity/event:

3. Purpose of the fundraising activity:

4. Approximate amount expected to be raised:

5. Will individuals or businesses be solicited for monetary or in-kind gifts? No ____ Yes ____
If yes, please list names and requests below. *You will be responsible for updating IA with the results of your solicitations at the conclusion of your fundraising activity.

6. Expenses expected to be incurred (if any):

7. Person responsible for submitting form and funds to the Business Office:

Approved by:

Divisional Dean or Designee

Date

Office of Institutional Advancement

Date

For Internal Purposes Only:

Business Office

Date