

SOLICITATION OF CONTRIBUTIONS

Related Board of Trustees Policy: BP 7.3

OPR: President

Approved: July 21, 2026

Previous Editions: none

SOLICITATION OF CONTRIBUTIONS

College employees and students are prohibited from soliciting funds or donations for individual use or personal gain. However, with prior approval, fundraising activities may be conducted as follows:

- Curriculum and Workforce Development Instructional Programs. For the purpose of supporting instructional equipment needs or student scholarships
- College-Authorized Student Groups. Funds may be raised to support an authorized student group and its activities
- Public Radio East (PRE). Fundraising campaigns and solicitations to support radio station operations.
- College Foundation. Fundraising campaigns and solicitations to support the Foundation mission. Refer to College Procedures 7.2.1., *Gifts of Publicly Traded Securities*, 7.2.2., *Foundation Donations*, and 7.2.3., *Foundation Endowments*.

Delegation of Approval Authority

The College President delegates fundraising approval authority as follows:

- Curriculum Instructional Programs. The Departmental Dean as applicable to the supported program (e.g., Arts & Sciences, Havelock Campus, Career Programs, and Health Sciences), subject to a favorable compliance review by the Financial Services Executive Director.
- Workforce Development Instructional Programs. The Departmental Dean as applicable to the supported program (e.g., Workforce Development and Volt Center), subject to a favorable compliance review by the Financial Services Executive Director.
- Student Groups. Campus Life Coordinator, subject to a favorable compliance review by the Financial Services Executive Director.
- Public Radio East. The PRE General Manager, in consultation with the PRE Foundation directors and in accordance with PRE Foundation By-Laws.
- College Foundation. The Executive Director for Institutional Advancement, in consultation with the College Foundation directors and in accordance with Foundation By-Laws.
- Unsolicited Gifts. The Financial Services Office shall process all unsolicited/undirected gifts received by the College

The College President and Vice Presidents (for activities under their respective prevue) may review any proposed or in-progress fundraising activity and suspend or cancel the activity at their sole discretion.

Processing of Gifts

All cash and cash-equivalent gifts must be remitted to the Financial Services Office within one business day for receipting. When funds are collected outside business hours, funds must be secured in a locked container until the beginning of the next business day. The Financial Services Office will deposit funds, assign them to an accounting code, and disburse the funds in accordance with College Procedures and Internal Control Processes.

The fundraising approving authority will determine the suitability of any donated equipment or supply. Unsuitable donations are returned to the donor. The approving authority will notify the Financial Services Office of received donations. The Financial Services Office will determine whether such gifts must be added to the College's Equipment Inventory.

- Foundation Gifts. The College Foundation and PRE Foundation will issue to the donor any required tax letters in accordance with Internal Revenue Service (IRS) regulations, Financial Services Office requirements, and the respective Foundation By-laws.
- All Other Gifts. The Financial Services Office will receive gifts giving directly to the College. However, benefactors who desire a tax receipt will be advised to give their donation to either the College Foundation or PRE Foundation. The receiving foundation can process the appropriate tax receipt and subsequently transfer the gift to the College as necessary.

Record Keeping

The fundraising approving authority shall keep a departmental record of all fundraising activities. At the conclusion of each activity, the approving authority shall submit a final report of the activity to the Financial Services Office. The report shall include, at a minimum:

- A brief description of the activity, to include its purpose and participants (individual names are not required)
- Date(s) of the activity
- Summary of funds raised or donations received

The Financial Services Office will compile reports and retain them in accordance with relevant College records retention processes.