



**TITLE:** Fundraising and Solicitation

**EFFECTIVE:** September 25, 2013

**LAST REVIEW:** January 3, 2018

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**Policy No: 10.001.1**

### **Introduction**

SOWELA Technical Community College participates in fundraising and solicitation activities to advance the mission of the College.

### **Policy Statement**

SOWELA Technical 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 Cooperative Endeavor Agreement and Joint Operating Agreement between the Louisiana Community and Technical College System (LCTCS), the College, and the SOWELA Technical Community College Foundation (Foundation), which is the official agency through which funds in support of the College's activities are channeled according to the guidelines prescribed in 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, Alumni Affairs, and Community Engagement, hereto from referred to as 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 association 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 in collaboration with the 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 Vice Chancellor/Executive Director on ***Fundraising Request form***, (Attachment A) is required.
- The Vice Chancellor/Executive Director or his/her designee ensures appropriate security measures are employed.
- Funds are processed through the College's centralized accounting system in a separate Banner fund in order to provide strong internal controls, restricted access, and monitored distributions. These measures include, but are not limited to, proper cash handling procedures and the College's deposit requirements as described in SOWELA's Cash Handling Policy and Procedures.
- If a separate fund is not already in existence, a Request to Create Banner Fund, (Attachment B), must be submitted and processed. The Vice Chancellor/Executive Director may grant a written exception to this requirement when fundraising activities are deemed non-recurring or of minimal or limited financial impact.

### **Attachments:**

Attachment A – ***Fundraising Request Form***

Attachment B – ***Request to Create Banner Fund***

Source of Policy: Office of Institutional Advancement

Responsible: Administrator: Executive Director of Institutional Advancement

Related Policy: #5.005.1, #5.003.1

LCTCS Policy Reference: #5.017, #5.022, #5.030

LCTCS Guideline Reference: N/A

Approved by:   
Chancellor

Date: 2-5-18