

## AP 6625 District Fundraising

- I. Anyone (administrator, supervisor, faculty, staff member, or student) who seeks to establish any type of fundraising program on behalf of the District from individuals, business, industry, foundations, community organizations, or others shall follow the guidelines set forth in this procedure.
  - A. Before pursuing formal discussions with any potential donor for any kind of support, there shall be a conversation with the appropriate administrator.
  - B. Any written request to undertake fundraising must be approved by the appropriate administrator and the Chief Operating Officer of the Foundation.
  - C. Prior to submitting the formal written request for support, the mailing list, request letter, and any related documents shall be approved by the appropriate administrator and the Chief Operating Officer of the Foundation and the appropriate form, Fundraising Activities/Solicitation Report, shall be submitted and approved by the Foundation.
  - D. Fundraising activities/events may not raise funds, which contribute to the personal benefit or gain of any organizer or club/group member.
  - E. Fundraising activities/events may not be conducted for programs or purposes in violation of the law.
  - F. Fundraising activities/events may not raise funds for any outside organizations, including but not limited to profit, non-profit, or 501(c)(3) non-profit organizations.
  - G. Per FCMAT Associated Student Body Accounting Manual, "Donations to nonprofit organizations and students or families in need usually are not allowable because they are considered a gift of public funds, no matter how worthy the cause. ASB funds are legally considered public funds because they are raised through the district's tax identification number and under its nontaxable status. In general, fundraising that occurs on campus should be for the benefit of the ASB and not for other organizations. However, a student group may organize a fundraiser to support an outside organization such as a charity as long as the fundraising event is clearly identified as raising funds to donate to that charity. All donations should be in the form of checks made payable to the charity and should be picked up by or delivered directly to the charity so that funds are not deposited into the ASB account. If it is not possible to have the checks made directly to the outside organization, open a trust account within the ASB specifically for these donations (with district governing board approval), then write a check to the organization and close the account when the fundraiser is over. It is crucial to ensure that the district's governing board (not its designee) approves this fundraiser and that all paperwork associated with the fundraiser clearly documents

that the only funds donated to the outside organization were those raised for that specific purpose. No funds from other clubs, inactive accounts, or fundraisers not approved by the governing board should be donated to outside organizations.”

- II. Fundraising and solicitation programs such as, but not limited to, the following are included:
  - A. Plans to raise funds on an annually recurring basis;
  - B. Establishment of a “support group” program designed to solicit financial support for a particular academic/vocational or administrative unit or program;
  - C. Special fundraising efforts or events appealing to College of the Canyons constituencies for scholarships, memorial funds, fellowships, aid programs, endowed chairs, etc.;
  - D. Cash or equipment donations;
  - E. All private foundation proposals;
  - F. In-kind gifts solicitations; and
  - G. Advertising and sponsorships.

Last Board Review: 4/30/20

Next Review Date: Spring 2026