

## **BP 6625      District Fundraising**

All fundraising activities of any type on behalf of the District shall be coordinated through the College of the Canyons' Foundation as designated by the CEO.

Solicitation of gifts, funds, or property shall not be made by anyone in the name of or for any benefit for College of the Canyons without communication with and approval of the Foundation.

In the case of fundraising activities sponsored by the Associated Student Government or by other student groups, prior approval of the Assistant Superintendent/Vice President, Student Services is required as well as notification to the Foundation.

The purposes of coordinating all fundraising activities through the Foundation include:

- To avoid conflict and duplication of efforts in the fundraising programs;
- To maximize the contributions from each donor;
- To provide continuity for understanding of and support for funding needs throughout the District;
- To ensure that all gifts are properly acknowledged; and
- To ensure that accurate records of all gifts are maintained.

See Administrative Procedure 6625

Approved: 4/30/20

Next Review Date: Spring, 2026