

Name:	515.01 Student and Organization Fundraising
Effective:	
Supersedes:	August 13, 2012

Policy Statement – General College Fundraising activities

In accordance to state board policy and in an effort to coordinate all college fundraising efforts, all fundraising activities sponsored by the college, conducted on college property, or conducted as an agent of the college, must be approved by the College President (or his designee) and is conducted in coordination with the College's Office of Institutional Advancement.

Procedural considerations

- Once an activity or event is approved (following the guidelines below) by the College President (or designee), the Advancement Office will ensure the event planner has a manual receipt book and cash collection forms. These receipts and forms are to be completed and turned in to the Office of Institutional Advancement at the end of the activity or event.
- The Office of Institutional Advancement will make all deposits of funds in the College's Business Office and ensure correct budget center is used for each deposit.
- A cash collection summary sheet containing donors' contact information (name, address, phone, and email) and amount contributed in support of the event or activity will be maintained by the Office of Institutional Advancement and attached to all deposits given to the College's Business Office.
- All funds raised must be deposited into a college account. At no time should funds collected be used to pay expenses of an event without having been accounted for through the College's Business Office. Total funds collected should be deposited in the Business Office. Expenses for events should be procured and reported separately through the College's purchasing procedures.
- Funds raised to support local charities will be first deposited into a college trust account and then paid with a college check written directly to that organization to ensure proper fund management for audit.
- At the end of the year, the Office of Institutional Advancement will report all campus fundraising totals to the State Board of Education.

Guidelines

Fundraising for Student Organizations

Following the general college fundraising policy and procedural considerations, all fundraiser requests for student organizations must be submitted through the Director of Student Development to the Dean of Student Services prior to participation in those

activities or events. Student organizations must submit a completed Fundraiser Request Form to the Director of Student Development which will then be routed to the Dean of Student Services (serving as a President's designee) for approval.

Fundraising for Athletics

Following the general college fundraising policy and procedural considerations, all fundraiser requests for teams must be submitted through the Director of Athletics and Dean of Student Services prior to participation in those activities. Athletic teams must submit a Fundraiser Request Form to the Director of Athletics which will then be routed to the Dean of Student Services (serving as a President's designee) for approval. Strategies for fundraising will be discussed with the Office of Institutional Advancement with proven strategies being managed by this Office for consistency and data compilation.

On and Off Campus Fundraising

Following the general college fundraising policy and procedural considerations, student organizations and athletics may be permitted to conduct fundraising activities or events on and off campus. Student organizations and athletics requesting for students to participate in off campus fundraising activities or events must complete and submit a Release of Liability Form for each student participating.

Solicitation of Contributions and Donations

Following the general college fundraising policy and procedural considerations, solicitation of contributions and donations must be coordinated with efforts of the Office of Institutional Advancement. A list of prospective donors must be submitted in writing to the Office of Institutional Advancement to ensure proper processes for solicitation are conducted and duplicate solicitation is prevented. Once approved (see Funds Acceptance Form), the Advancement Office will compile and maintain a master list of donors and potential donors.

Donated Funds and Funds Collected

All donated funds received must be processed through the Office of Institutional Advancement to the Business Office. Routine fundraising should occur on a planned and scheduled basis. A cash collection summary sheet containing donors' contact information (name, address, phone, and email) and amount contributed in support of individual activities or events and/or receipts will accompany each deposit. An account for each organization, team, and/or event will be used to track all activity of cash in and out for all funds collected. Student organizations and athletics may recognize their donors with thank you letters or other small tokens of appreciation valued less than \$25. However, the Office of Institutional Advancement maintains responsibility for providing official thank you messages and letters that document tax deductible contributions.

Advertising Space

Any fundraising activity that sells advertising space to companies or use of corporate logos (i.e. on or in t-shirts, flyers, media guides, etc.) must be approved by the College President (or his designee) and must follow the general college fundraising activity

policy.

Funds Disbursement

Once funds are deposited into college accounts, all student organizations and athletic teams will be required to request use of funds (expenditures) through the College's routine purchase requisition system which contains pre-defined administrative approvals.

Chattahoochee Valley Community College (CVCC) Foundation

The CVCC Foundation, Inc. exists for the sole purpose of providing support for programs and activities, which enhance the quality of education and expand the educational opportunities for students enrolled at CVCC.

The CVCC Foundation maintains separate accounts removed from the college's accounting system. The Foundation manages its own strategies for collection and disbursements of funds under the authority of its Executive Board with the College President serving as a member. The Advancement Office serves as support for identifying and defining the college's needs.

To achieve this purpose, the Foundation seeks to heighten community awareness of the mission and accomplishments of the College and to secure contributions and bequests, which will be used to support academic programs as well scholarships.

The Executive Committee of the CVCC Foundation is composed of business and community leaders who are residents of the Chattahoochee Valley Community College service area which includes the following counties: Russell, Lee, Barbour, Bullock, Macon, Fort Benning and Columbus and the Greater Columbus metropolitan area. These individuals have a strong interest in the College and are committed to using their talents, energy, and influence to generate community support for the College and Foundation.

The Foundation supports programs and activities, which are in keeping with the mission of CVCC. The Foundation's goals and objectives include the following:

- Securing funds from private sources to provide student scholarships and services, which cannot be funded by public monies.
- Fostering better public understanding in the College and securing wider public participation in its cultural and community activities.
- Providing initial funding for development of innovative programs and services to enhance the quality of education.
- Providing a perpetual trusteeship for capital funds donated by individuals and organizations to support specific programs and activities, which benefit the College and the community it serves.
- Supporting special projects consistent with the College's mission which cannot be funded by public monies.

- Undertaking other activities which will benefit the College and its students and are consistent with the Articles of Incorporation of the Foundation.

Name:	516.01 Use of College Name or Logos
Effective:	August 13, 2012
Supersedes:	All previous revisions

College logos whether academic or athletic are intended to present a positive image of CVCC, and may not be altered in any manner. College logos are found in the attached style guides. College logos shall not be used in the name of an organization, a business logo, promoting services or a product without the approval of the College President or designee.

College logos are not to be used in any way that discriminates or implies discrimination against any person or groups, or any other way that would be a violation of the College's anti-discrimination policies.

Prior to using any College logo, permission must be obtained from the College Development Office.

CVCC Logo Standards

CVCC Athletics Logo Standards

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