

AP 6350 District Fundraising

Reference:

Anyone (administrator, supervisor, faculty, staff member, or student) who seeks to establish any type of fundraising program in the name of Taft College from individuals, business, industry, foundations, community organizations, or others shall follow the guidelines set forth in this policy.

- * Before pursuing formal discussions with any potential donor for any kind of support, there shall be a conversation with the appropriate area administrator.
- * Any written request to undertake fundraising must be approved by the area administrator and the Executive Director of the Foundation.
- * Prior to submitting the formal written request for support, the mailing list, request letter, and any related documents shall be approved by the area administrator and the Executive Director of the Foundation and the appropriate form, Fundraising Activities/Solicitation Report (see attached), shall be submitted and approved by the Foundation.

Fundraising and solicitation programs such as, but not limited to, the following are included:

- * Plans to raise funds on an annually recurring basis;
- * Establishment of a "support group" program designed to solicit financial support
 - * for a particular academic/vocational or administrative unit or program;
- * Special fundraising efforts or events appealing to Taft College
- * constituencies for scholarships, memorial funds, fellowships, aid programs,
- * endowed chairs, etc.;
- * Cash or equipment donations;
- * All private foundation proposals;
- * In-kind gifts solicitations; and
- * Advertising and sponsorships.



**This worksheet is intended for the use of students, staff, faculty and others who plan to solicit gifts or donations outside of the campus community and who plan to use the name of Taft College as part of the solicitation.*

(Please Print)

Name of club, department or group: _____

Type of fundraising activity: _____

Dates of planned solicitation: _____

Name(s) of individuals, businesses or organizations being solicited *(use back for additional names)*

1. _____

2. _____

3. _____

Type of solicitation: Contribution___ Sponsorship___ Gift Certificate___ In-kind___ Other___

Description of item or amount(s) of solicitation: _____

Fundraising activity contact person: _____

Phone number of activity contact: _____

Name of staff member overseeing activity: _____

Phone number of staff member overseeing activity: _____

Approved by Area Administrator: _____

Submitted by: _____ Date submitted: _____

(Signature)

Print name: _____

Please send completed sheet via interoffice mail or email to: Taft College Foundation, Sheri Horn-Bunk, shorn-bunk@taftcollege.edu.