

Policy

Policy # 7.03

Effective Date: _____

<p><i>(Impact Area - Dept Name)</i></p> <p>Business Procedures</p>	<p><i>(General Subject Area)</i></p> <p>Fundraising</p>	<p><i>(Specific Subject Area)</i></p>
<p>Relates to Procedure #</p> <p>7.03</p>	<p>Author:</p> <p>Supersedes Policy #</p>	
<p>Legal Citation <i>(if any)</i>:</p>		
<p><i>North Idaho College</i></p>		

Policy Narrative

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FUNDRAISING POLICY

Requests for Donations:

All requests for donations, whether of cash, equipment, real estate, or other items of value, made on behalf of North Idaho College shall have prior approval from the Development Department.

It shall be the responsibility of the Development Department:

1. To promote a clear understanding among potential donors of the needs of North Idaho College.
2. To avoid conflict and duplication of effort in fundraising activities.
3. To coordinate fundraising activities with the North Idaho College Foundation.

Acceptance of Donations:

All gifts of cash, equipment, real estate, and other items of value shall be accepted through the North Idaho College Foundation unless otherwise specified by the donor and then only with the prior approval of the college president or the director of the Development Department and executive director for the NIC Foundation.

Evaluation of Cash and Non-cash Gifts:

No gift shall be accepted by the Foundation or North Idaho College in cases where the gift, its intended use, or the identity of the donor might place the college in an embarrassing or compromising position.

All gifts accepted by the Foundation or North Idaho College shall comply with Internal Revenue Service regulations governing charitable contributions and may not be restricted for the donor's direct benefit, nor shall any gift be accepted where restrictions make use of the gift impractical or prohibitively expensive.

Coordination with College Departments/Divisions:

It shall be the responsibility of the Development Department to coordinate fundraising activities with the president, vice presidents, academic and vocational division chairs, and other college personnel to ensure that those efforts reflect priorities established by the college and produce results consistent with its mission and goals.

In particular, the Development Department shall work closely with the following:

1. Financial Aid Department regarding gifts of scholarships
2. Vice president for administrative services regarding gifts of real estate or gifts of equipment intended for use by college support services personnel
3. Academic and vocational vice presidents and division chairs regarding gifts of equipment or other contributions intended for instructional support

Management/Disposition of Gifts:

It shall be the responsibility of the Development Department and of the Foundation to invest or otherwise manage gifts of cash, securities, and other assets to maximize their intended benefit to North Idaho College.

Non-cash gifts accepted by the Foundation shall be transferred to the designated department or division as quickly as practicable.

Acknowledgment/Record Keeping:

It shall be the responsibility of the Development Department to promptly and appropriately acknowledge all gifts to the college or Foundation, to keep accurate and complete records of donors, gifts and their purposes and restrictions, and to ensure that those purposes and restrictions are complied with to the fullest extent practicable.