

WESTERN NEBRASKA COMMUNITY COLLEGE

Administrative Procedure

TITLE:	Fundraising
DIVISION:	Administrative Services
CATEGORY:	Income and Investments
REFERENCE:	BP-322 (Fundraising)
NUMBER:	AP-322
DATE OF REVIEW:	March 17, 2021
APPROVAL:	Carmen Simone, President

Definitions

Donation Request Letter: This is correspondence, either digitally produced or handwritten, used by individuals or organizations looking to raise money for a project, event, expense, or other cause.

Fundraising: As defined by Nebraska Revised Statute (see policy), fundraising shall mean "...an event such as a dinner, reception, testimonial, rally, auction, bingo, or similar affair through which contributions are solicited or received by such means as purchase of a ticket, payment of an attendance fee, donations or chances for prizes, or through purchase of goods or services."

Fundraising Activities: For the purposes of this procedure, fundraising activities include those that solicit gifts from off-campus businesses, individuals, and organizations. Such requests include pledges, cash, corporate sponsorships, securities, items of property, donated services, gifts-in-kind, and deferred or planned gifts.

Procedure

To maximize the College's fundraising efforts, the following shall be followed by any entity associated with Western Nebraska Community College (WNCC) for all fundraising activities designed to benefit the College.

- Any individual, employee, or organization affiliated with the College wishing to solicit contributions in the name of the College shall complete the required Fundraising and Solicitation Request form available from the Foundation and obtain the appropriate signatures identified on the form. If the request is on the behalf of a student organization, a Student Organization Activity Planning form shall be submitted to student engagement professional staff. Both forms will be completed prior to any fundraising activity.
- Foundation staff, under the direction of the Foundation Executive Director, shall discuss, on an as-needed basis, the required Fundraising and Solicitation Request form and, in consultation with the Vice President of Administrative Services or designee as appropriate, determine approval, denial, or revision of the fundraising activity.

- Organizations that engage in an annual fundraiser may resubmit the Fundraising and Solicitation Request form from the prior year with necessary updates or changes.
- Foundation staff will determine if the proposed fundraising activity supports the College’s role and mission, as well as consider the timeliness of the request in relationship to other fundraising efforts.
- The Vice President of Administrative Services or designee will determine compliance with the WNCC finance policy, procedures, and applicable statutes and laws.

The formal acceptance and valuation of any donations and gifts will be in accordance with the WNCC Foundation’s gift acceptance policy.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

Original Adoption Date: March 17, 2021
Revision Date:
Sponsoring Division: Administrative Services