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**TITLE: Fundraising**

**EFFECTIVE DATE:** December 17, 2007

**LAST REVISION:** July 1, 2013

Policy No. 12.1001

### **Policy Statement**

External support is an important source of revenue for Baton Rouge Community College (BRCC). Fundraising efforts must support the mission and vision of the college. The Office of External Resources is responsible for coordinating all requests for contributions and all fundraising activities related to BRCC. No employee, faculty, staff, student, volunteer, or hired contractor is permitted to seek donations without receiving approval from the Office of External Resources. BRCC and the BRCC Foundation will under no circumstances exchange, rent or otherwise share its fundraising list with other organizations.

Specific responsibilities of External Resources as related to fundraising are to:

- Approve all fundraising activities.
- Organize and manage a program of private gift support from individuals, business, alumni, other organizations, and foundations.
- Keep accurate records and reports of all gifts made to the BRCC Foundation for benefit of the college.
- Conduct and oversee all financial transactions in a responsible manner, consistent with the ethical obligations of stewardship and legal requirements of local, state, and federal government regulations.
- Oversee the use of all donations to insure that the funds are used to support the college's mission.
- Minimize funds spent on administration and fundraising, assuring that no more is spent than is required to ensure effective management and resource development.
- Oversee the expenditures deducted from the gross revenues of an event.

#### Procedure

All fundraising by BRCC will disclose the college's full name, logo and the purpose for which funds are requested. Printed solicitations (however transmitted) will also include the college's address and other contact information.



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Donors and prospective donors are entitled to the following, promptly upon request:

- BRCC Foundation tax identification 501 (c) (3) registration numbers after an appropriate gift is accepted.
- A list of the current members of the BRCC Foundation Board.
- Whether an individual soliciting funds on behalf of BRCC is a volunteer, an employee, or hired contractor.

This procedure will be strictly applied to all donors at all levels of support. BRCC and the BRCC Foundation will respond promptly to questions or concerns by a donor or prospective donor about any matter. The Director of External Resources will attempt to satisfy the donor's concerns in the first instance. Any unresolved disputes will be overseen by the Executive Director for Institutional Advancement, the Chancellor, and subsequently the Board.

Source of Policy: \_\_\_\_\_

Related Policy: \_\_\_\_\_

Approved by:   
Chancellor Andrea Lewis Miller

Responsible Administrator: VC Inst. Adv. \_\_\_\_\_

LCTCS Policy Reference: \_\_\_\_\_

LCTCS Guideline Reference: \_\_\_\_\_

Date: 07/01/13 \_\_\_\_\_