

In accordance with Board Policy No. 2.20 External Fundraising Activities, all fundraising targeted to external constituent groups of the College should be coordinated through the Carl Sandburg College Foundation Office. To protect the individuals and businesses in the communities we serve, and keep solicitations organized, a united fundraising plan must be adhered to and maintained. The following will serve as a guide for student and employee organizations for external fundraising activities:

Prior to the development of plans for external fundraising activities, student or employee groups who wish to solicit local businesses, organizations or community residents are encouraged to consult with the Foundation. Once an application is approved, the group will be given a list of prospects to stay away from when soliciting. In addition to the application, groups are required to also submit a list of planned prospects and anticipated donations. If the fundraising activity or solicitation is deemed to be in conflict with the fundraising program and activities of the Carl Sandburg College Foundation or Carl Sandburg College, someone from the Foundation will meet with the group or individuals to resolve the conflict and reach a mutually agreeable solution. If a conflict arises that cannot be resolved between the student or employee group and Foundation Office, the Cabinet will consider the issue, make a final decision in a timely manner and notify the parties involved of the decision.

### **Student Groups**

All student groups who wish to solicit gifts from local businesses, individuals, foundations or community organizations must have the approval of the group's faculty/staff advisor and the Coordinator of Student Life. These solicitations must then be coordinated through the Foundation.

### **Employee Groups**

All employee groups must also have the approval of the Foundation concerning projects that involve solicitation of local businesses, individuals, foundations or organizations.

### **Student and Employee Groups**

Students, employees, organizations and groups on campus that wish to engage in an external fundraising activity or solicitation must complete a *Fundraising Activity Approval Form* and submit it to the Carl Sandburg College Foundation at least *two* weeks prior to the proposed activity. This form is available on MySandburg under "Employee Resources". (Use of the *Fundraising Activity Approval Form* is not required for the sale of tickets or sale of small items or services, such as a bake sale or car wash, on or off campus.) In addition to this form, a list of planned prospects with anticipated donations is required.

After a fundraising campaign, or the receipt of any donation valued at \$50 or more (cash, products, equipment or in-kind services), student or employee groups are required to submit the name and address of any business or entity that donates. This information is required within 10 days of receipt of the gift. The Foundation will appropriately document the donation and recognize the donor.

All funds raised through the approved activity must be deposited first in the Foundation account; then transferred into the appropriate College account.

Prior to accepting donations of equipment or tangible property, approval must be received.

**Carl Sandburg College Foundation**

**External Fundraising Approval Form**

Sandburg students, employees, organizations and groups who wish to solicit gifts from external constituent groups (individuals, local businesses, foundations or community organizations) must complete this form and submit it to the Carl Sandburg College Foundation at least *two* weeks prior to the proposed activity. (Use of the *Fundraising Activity Approval Form* is not required for the sale of tickets or sale of small items or services, such as a bake sale or car wash, on or off campus.)

**Student** Group/Club Making Request \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

*Student Fundraising Activity Proposed for Approval by:*

\_\_\_\_\_  
*Signature, Faculty/Staff Advisor*

\_\_\_\_\_  
*Signature, Coordinator of Student Life*

**Or**

**Employee** Group Making Request

\_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

*Employee Fundraising Activity Proposed for Approval by:*

\_\_\_\_\_  
*Signature, Cabinet Officer*

Amount Expected to Raise / Fundraising Goal \$ \_\_\_\_\_

Proposed Fundraising Activity Date or Time Frame \_\_\_\_\_

Purpose of Fundraising Activity / Need for Funds:

\*Required: Please attach a list of planned prospects along with anticipated donations from each.

After a fundraising campaign, or the receipt of any donation valued at \$50 or more (cash, products, equipment or in-kind services), the student or employee group is required to submit the name and address of any business or entity that donates. This information is required within 10 days of receipt of the gift. The Foundation will appropriately document the donation and recognize the donor. Thank you.