

FUNDRAISING POLICY

I. Policy Section

9.0 College Relations

II. Policy Subsection

9.1 Fundraising Policy

III. Policy Statement

The GRCC Foundation, under the direction of the President of GRCC and GRCC Foundation Board of Directors, is responsible for the fundraising activities for Grand Rapids Community College. College fundraising priorities are determined by the parties listed above.

IV. Reason for Policy

The GRCC Foundation must ensure, at all times, that its policies and procedures are in compliance with local, state, and federal regulations in regard to the solicitation and acceptance of gifts. Any deviation from the Internal Revenue Code could result in fines and/or loss of the Foundation's tax-exempt status.

To preserve integrity in fundraising, and to promote sensitivity to GRCC's constituencies. These guidelines are in place for faculty, staff, and students seeking financial support for any college activity. These procedures are intended to provide a controlled approach in soliciting funds or other gifts from the internal and external community.

V. Entities Affected by this Policy

GRCC Employees
Students

VI. Who Should Read This Policy

All GRCC employees and students

VII. Related Documents

Fundraising Approval form which includes Fundraising Plan template

VIII. Contacts

Executive Director, GRCC Foundation

IX. Definitions

Fundraising - The seeking of financial support for a college related activity, program, or scholarship fund.

X. Procedures

A. Individuals, foundations, non-profit groups, or for-profit organizations may not be solicited for cash or non-cash donations by administration, faculty member, staff member, academic department, student organization, or individual student, unless prior approval is received by the Executive Director of the GRCC Foundation.

B. No faculty member, staff member, academic department, student organization, or individual student shall create or promote online fundraising activities on behalf of GRCC. Online fundraising activities include, but are not exhaustive of this list: GoFundMe, Facebook fundraising, or other Crowdfunding platforms.

C. Anyone seeking permission to conduct fundraising activities should submit the Fundraising Approval form along with the associated Fundraising Plan to the Executive Director of the GRCC Foundation, which will include the appropriate sign-off from their EBCO.

D. Fundraising plans that are approved must show that the activity to be funded;

1. falls clearly within the college's mission, vision and values.
2. is not already funded by college general fund dollars.
3. does not include duplication of donor solicitation from other Foundation or College fundraising initiatives.
4. is not an on-going need for funding, i.e. fundraising efforts are not the sole course of revenue for the project.

E. Departments that currently have approved fundraising processes are:

1. GRCC Student Organizations
2. GRCC Athletics (approved for events and scholarship fundraising)
3. Office of Diversity, Equity, and Inclusion

*These offices still must submit their prospective lists of donors to the Executive Director of the GRCC Foundation prior to initiating solicitations.

XI. Forms

Fundraising Approval form which includes Fundraising Plan template

XII. Effective Date

June, 2021

XIII. Policy History

9.3 GRCC Foundation Policy was eliminated and this policy replaces it.

XIV. Next Review/Revision Date

June, 2025