

FUNDRAISING POLICY

I. Policy Section

9.0 College Relations

II. Policy Subsection

9.3 Grand Rapids Community College Foundation

III. Policy Statement

The Grand Rapids Community College (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

All employees
Board of Trustees
Independent contractors
Applicants
Students
Vendors
College guests
Community and constituencies accessing services
Volunteers
Members of the public

VI. Who Should Read This Policy

All employees
Board of Trustees
Independent contractors
Applicants
Students
Vendors
College guests
Community and constituencies accessing services
Volunteers
Members of the public

VII. Related Documents

Fundraising Approval Form
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 employees, student organizations, or individual students, unless prior approval is received by the Executive Director of the GRCC Foundation.
- B. Employees, student organizations, or individual students shall not create or promote online fundraising activities. 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 Interest Form along with the to the Executive Director of the GRCC Foundation, which will include the appropriate sign-off from their supervisor
- D. The following should be considered before submitting the Fundraising Interest Form:

- a. Falls clearly within the college's mission, vision, values, and strategic plan.
- b. No duplication of donor solicitation from other Foundation or College fundraising initiatives.
- c. Not an on-going need for funding, i.e. – fundraising efforts are not the sole source of revenue for the project.

E. Departments that currently have approved fundraising processes are:

- a. GRCC Student Organizations
- b. GRCC Athletics (approved for events and scholarship fundraising)
- c. Woodrick Center for Inclusion and Multicultural Affairs

These offices must submit their prospective list 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.
October, 2025

XIV. Next Review/Revision Date

October, 2029