

## **Fundraising Policy**

All fundraising activities of Temple College are conducted to help fulfill the mission of the college. Fundraising includes *three* basic practices at Temple College: (1) the solicitation of funds for program-related and student activities; (2) obtaining donated equipment and monetary contributions from various organizations; and (3) fundraising through the Temple College Foundation.

All program-related and student fundraising activities must be approved by the president. The Request for Fundraising Activity form should be submitted for approval of these activities.

Occasionally monetary contributions or equipment are made on an unsolicited basis. The President of Temple College must approve these contributions. Such contributions must be included in the college's financial records and are subject to the state auditing process. Both types of fundraising are to be included in the college planning process and are to be regularly evaluated by the Vice President of Administrative Services.

The Temple College Foundation was created in 1982 with financial contributions from two faculty members. The Foundation's purpose is to strengthen and contribute to the academic and physical growth of the college by providing a means of receiving and administering gifts on behalf of the college. The Foundation's Board of Directors is charged with managing resources and determining appropriateness of gifts. The President and Vice President of Administrative Services of Temple College, as well as three Temple College Board of Trustees are voting members of the Foundation's Board of Directors.

## **Grant-Seeking Policy**

It is the policy of Temple College to encourage faculty and staff members to develop proposals for external grants for specific projects relating to their disciplines. It is emphasized, however, that Temple College is a teaching institution and that grant activities should not interfere with instructional responsibilities.

These proposals should be submitted through the proper institutional official as designated in the organizational flow chart. The President makes the final determination concerning the request.

College personnel must maintain institutional control of the administration of research projects and not permit institutional activities to be threatened by the acquisition of contracts and grants.

Staff and faculty undertaking research and publication through grants and contracts should balance their work so that all aspects of their job descriptions are met. The final measure of this balance is their job evaluations that are conducted annually.