

FUNDRAISING AND EQUIPMENT DONATIONS

The purposes of the fundraising procedures are:

1. To ensure that prior approval is obtained for fund raising activities so that the activities support the College mission
2. To control duplicate fundraising efforts
3. To control multiple requests to the same donor(s)
4. To ensure proper accounting for all funds and gifts received by the College

Simple department/program fund raising held at the College:

No prior approval is needed if the price of individual products will be less than \$20.

Department/program fund raising or request for equipment donations outside of the College:

Prior approval is needed if any of the following applies:

1. The activity claims to be for the benefit of Temple College
2. The College's name, letterhead, and/or logo are used
3. The checks are payable to Temple College
4. Equipment valued at more than \$1,000 is donated
5. Donors may expect a gift receipt for tax purposes

Prior approval must be requested from the Vice President, Administrative Services (CFO).

Fundraising Initiatives, Non-College Benefit

College recognized student groups/clubs may engage in fundraising activities for which the College is not the intended beneficiary. These activities may include collecting funds for non-profit groups such as the American Cancer Society, Habitat for Humanity, etc. Prior to undertaking such fundraising activity, the Student Life and Community Outreach Form must be submitted through the Student Life office for approval.

Outside Donations of Equipment

Temple College can benefit greatly from equipment donations from area businesses and citizens. Solicitation and/or acceptance of such donations valued at more than \$1,000 must have prior approval of the Vice President, Administrative Services.