

External Solicitation and Fundraising Procedure	Procedure Number	9.11P
	Effective Date	May 6, 2024

1.0 PURPOSE

The purpose of this procedure is to document the College’s process for fundraising efforts by staff and students who are fundraising on behalf of LCCC affiliated organizations to ensure that organizational efforts to fundraise are not in conflict with ongoing fundraising efforts through the Foundation.

2.0 REVISION HISTORY

Adopted on: 5/6/24

3.0 PERSONS AFFECTED

All LCCC affiliated organizations and representatives who intend to fundraise on behalf of or for LCCC are required to follow this policy.

4.0 DEFINITIONS

- A. *Employee Advisor* – Employee of the college that acts as an advisor for the organization. Employee must be classified as either professional, managerial, or full-time faculty. Exceptions could be made for “Classified” employees with supervisor justification and approval and HR approval.
- B. *Fundraising* – The act of engaging community members or organizations for monetary or in-kind support of an LCCC affiliated organization.
- C. *LCCC Representative* – Any employee of LCCC or student, not previously defined, engaging in fundraising efforts on behalf of the College.
- D. *Organization* – Club, team, department, division, etc. associated with LCCC.
- E. *Instructional Services Organizations* – Are associated with or are extensions of a specific academic division, program or course. Membership is generally restricted to students in the respective division, program or course.
- F. *Student Organizations* – Organization comprised of members that are registered students of Laramie County Community College and that has an appointed Employee Advisor.
- G. *Student Services Organizations* – Are generally not associated with an academic division, program or course and are open to any registered LCCC student. Membership should not exceed 75% from one instructional area.

5.0 PROCEDURES

- A. LCCC organizations that intend to solicit the external partners for funds and / or items are required to coordinate fundraising efforts through the LCCC Foundation prior to engaging the community. Any efforts that will include community engagement require submission of an Intent to Fundraise form. On-campus fundraisers that do not engage the community are exempt from this process.

- B. The Employee Advisor or LCCC representative is required to submit an Intent to Fundraise form available online in the Foundation virtual office.
 - 1) Fundraising requests must be submitted at least fifteen (15) business days prior to any solicitation of funds and / or items, which may be well in advance of a fundraising event.

- C. The following information must be provided on the Intent to Fundraise form:
 - 1) The intended start date for solicitation of funds and / or items.
 - 2) The list of community members and / or organizations they intend to approach for donations.
 - 3) The requested amounts and / or items from each member/organization included on the Intent to Fundraise form.
 - 4) The messaging the organization or LCCC representative intends to use when speaking to the community.

- D. The Foundation is responsible for reviewing, approving, or denying all Intent to Fundraise requests.
 - 1) The Foundation will ensure the messaging in the Intent to Fundraise request is consistent with LCCC guidance and presents LCCC in a positive light.
 - 2) The Foundation will contact the Employee Advisor or LCCC representative within five (5) business days to review the request and resolve any questions.
 - 3) The Foundation will approve and / or adjust the list of community members and / or organizations submitted on the Intent to Fundraise request form which could result in a conflict of interest due to ongoing Foundation conversations with community members and / or organizations or previously committed gifts.
 - 4) The requested dollar amounts and / or items may be changed for the reasons mentioned above.

- E. The Foundation will make a decision on the Intent to Fundraise request within ten (10) business days.
 - 1) The Employee Advisor or LCCC representative will be notified of the decision including any adjustments as indicated above.
 - 2) The Employee Advisor or LCCC representative must accept any required adjustments, if any, before the solicitation of funds and / or items may begin.
 - 3) The fundraising request will be denied if the organization is not willing to accept the required adjustments.
 - 4) If denied, the Foundation will follow up with the Employee Advisor or LCCC Representative to discuss the denial and options for resubmission of the request.