



## COLLEGE of CENTRAL FLORIDA ADMINISTRATIVE PROCEDURE

**Title: Fundraising**

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**Implementing Procedure for Policy # 3.25; 3.01**

**Date Approved/Revision:**  
06/20/22

**Division: CF Foundation**

### **1. Requests for Donations:**

- 1.1. This procedure addresses all college related fundraising requests for donations. Donations are also known as fundraising where fundraising is defined as seeking donations from various sources for the support of an organization or a specific project.
- 1.2. All requests for donations made by employees, whether of cash, equipment, real estate, or other items of value, of both external and internal constituencies, made on behalf of College of Central Florida and associated organizations using College resources must have prior approval from the President or the CF Foundation, Inc.
- 1.3. This procedure falls within and complements the guidelines of the following college's policies:
  - 1.3.1. Policy 3.25 – Appropriate use Policy/Information Technology Resources, and its accompanying procedure. College resources, including interoffice mail, technology resources etc., are to be used “to support the College’s scholarly, educational and administrative activities.” This would include approved requests of College sponsored community support such as the CF Family Campaign, United Way, etc. but would exclude individual or non-College sponsored requests such as relief efforts, local church collections, etc.
  - 1.3.2. Policy 3.01 – Advertising and Commercial Materials/Solicitation on Campus. Specifically, “Individuals other than students or members of campus organizations shall not be permitted on campus to distribute commercial or advertising materials, solicit funds, or sell goods or services to employees, students, or campus organizations without the prior, specific approval by the President or the President’s designee.”

### **2. The responsibility of the CF Foundation, Inc. shall be**

- 2.1. To promote a clear understanding among potential donors of the needs of College of Central Florida;
- 2.2. To avoid conflict and duplication of effort in fundraising activities;
- 2.3. To coordinate fundraising activities for the benefit of College of Central Florida.

### **3. Acceptance of Donations:**

Following the CF Foundation, Inc.’s Gift Acceptance Policy, all gifts of cash, equipment, real estate, and other items of value shall be accepted through the CF Foundation, Inc. (excepting official CF student organizations and athletics), unless otherwise specified by the donor and then only with the prior approval of the President or the President’s designee.

**4. Reporting and Approval:**

- 4.1. All CF employees representing official CF organizations fundraising shall report specific, planned activities to the President or the CF Foundation offices via official CF email or campus mail each fall & spring semester inclusive of summer terms or annually prior to the activity. Submission should include name of campus organization, name of project/organization benefiting from the activity, title of activity, purpose of activity, beginning and ending dates, time, and location (as applicable). Approval must be made in writing prior to any fundraising activity. Note well, annual plans are encouraged and welcomed. Emergency requests (e.g. disaster relief fundraising, etc.) are reviewed on an as needed basis.

**5. Evaluation of Cash and Non-cash Gifts:**

- 5.1. No gift shall be accepted by the CF Foundation, Inc., or College of Central Florida in cases in which the gift, its intended use, or the identity of the donor might place the College in an embarrassing or compromising position.
- 5.2. All gifts accepted by the CF Foundation, Inc. or College of Central Florida shall comply with Internal Revenue Service regulations governing charitable contributions and may not be restricted for the donor's direct benefit, nor shall any gift be accepted where restrictions make use of the gift impractical or prohibitively expensive.

**6. Coordination with College Department/Divisions:**

- 6.1. In particular, the CF Foundation, Inc. shall work closely with the following:
  - 6.1.1. Financial Aid Department regarding gifts of scholarships.
  - 6.1.2. Vice President responsible for Administration and Finance regarding gifts of real estate or gifts of equipment intended for use by college support services personnel.
  - 6.1.3. Vice President responsible for Academic Affairs regarding gifts of equipment or other contributions intended for instructional support and scholarships for the benefit of specific programs or areas of study.
  - 6.1.4. Vice President responsible for Enrollment Management and Student Affairs regarding any contributions intended for program support and scholarships for athletics.
  - 6.1.5. Vice President responsible for oversight of the Appleton Museum of Art.

**7. Management/Disposition of Gifts:**

- 7.1. The responsibility of the CF Foundation, Inc., is to invest or otherwise manage gifts of cash, securities, and other assets to maximize their intended benefit to College of Central Florida.
- 7.2. Donations of gifts in kind may be accepted by the CF Foundation, Inc. according to the guidelines provided in the Foundation's policies and procedures.

**8. Acknowledgment/Record Keeping:**

8.1. The responsibility of the CF Foundation, Inc., is to promptly and appropriately acknowledge all gifts to the Foundation, to keep accurate and complete records of donors, gifts and their purposes and restrictions, and to ensure that those purposes and restrictions are complied with to the fullest extent practicable.

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Vice President, Administration and Finance

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Date

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President

\_\_\_\_\_  
Date