



Lackawanna College Student Fundraising Policy

The objective of the Fundraising Policy is:

- To ensure that prior approval is obtained for any fundraising activities
- To control duplicate fundraising efforts
- To control multiple solicitations from the same donor(s)
- To ensure proper accounting for all funds and gifts receipts for the college
- To ensure timely availability of funds raised.
- To ensure compliance with the Internal Revenue Service rules and regulations.

Definition of Fundraiser

Fundraising is defined as the collection of money through donations, sales, solicitations and/or event programming for the purposes of charitable donation or organizational/program budget enhancement. These activities will be referred to as “Fundraiser/Fundraising” for the purposes of this policy.

Types of Fundraisers

There are four different types of fundraising activities: (1) internal fundraisers, (2) external fundraisers, (3) sales, and (4) solicitations/donations/in-kind contributions.

1. Internal Fundraiser:
 - a. Events sponsored to raise money for internal organizational use (e.g. operating expenses, organizational activities, etc.)
 - b. The net proceeds of the fundraiser are to be dedicated only to funding the College’s activities and must coincide with the College’s mission, values, and purpose.
2. External Fundraisers:
 - a. Other non-profits: Events sponsored to raise money for charitable, tax-exempt organizations external to the College.
 - i. The proposed recipient must be an IRS-recognized 501 (c)(3) organization. All commercial or political activities or organizations as well as unorganized or unrecognized public groups irrespective of their avowed aims or purposes are strictly excluded as recipient.
 - ii. For the donor to realize the tax benefit, contributions to external fundraisers must be made payable directly to the external charitable organization.
 - b. Other allowable fundraisers: Events sponsored to raise money for communities, families, and individuals in need. Donations to these types of fundraisers may or may not be tax-deductible.
3. Sales:

- a. Fundraising sales are the activity of exchanging a product or service in exchange for money, goods, or other services. Sales can be used for internal or external fundraisers.
 - b. Guidelines for fundraising sales:
 - i. Sales are permitted only from behind table in approved locations and coordinated by sponsoring office. Solicitation through social media avenues is also acceptable. Door-to-door sales are expressly prohibited in offices, classrooms and residence halls.
 - ii. A member of the sponsoring organization or College department must be present at the sale at all times.
 - iii. The use of the Lackawanna logo or other indicia on the items for sale may not be used without prior approval of the sponsoring department/office and will require review from Advancement and the External Relations Office.
 - iv. All monies collected must be delivered to the Advancement Office and properly accounted for with the Advancement Office and Business Office according to the gift recording and receipting policy.
4. Solicitations/Donations/In-Kind Contributions
- a. Solicitation is asking for funds or donations of goods or services either for internal organizational use, activity, or in support of an approved internal or external fundraiser.
 - b. Guidelines for solicitations:
 - i. Individuals may not sell or solicit among the general College population unless they are sponsored by a recognized student organization or College department.
 - ii. Contacting alumni, individuals, foundations, or corporations is generally allowed by College Advancement. Since Lackawanna is an active fundraising organization, it takes great strides to be sure that outside organizations and persons do not receive multiple requests from the College. To that end, a list of all individuals solicited through the fundraiser must be submitted to Advancement at the conclusion of the fundraiser.
 - iii. A student may only solicit members of the Lackawanna College community for a financial donation to support his/her participation in a College or a non-College affiliated event by email, social media, and posted flyers on campus and at College centers. Door-to-door solicitation on campus and at centers is prohibited.
 - iv. A student may be authorized to ask family, friends, church, etc. for financial support with prior approval from the sponsoring department. All cash and checks received in conjunction with a fundraiser must be delivered to the Advancement Office for proper recording and tax receipting. The money is then delivered to the Business Office and deposited into the proper account(s). Checks written to the College must be made out to Lackawanna College with a description of the designation on the memo line.

Administrators of Policy

College Advancement has the overall authority and responsibility for fundraising at Lackawanna College. Specific offices will be responsible for the implementation of this policy depending on the constituency, but with guidance from the Advancement Office to ensure all local, state and federal laws are being observed and that our donors are treated appropriately. For example:

- The Director of Student Life will work with student organizations.
- The Athletic Director will work with athletic teams.
- The Academic Affairs Office will work with class projects.
- The Director of the Academy will work with the Police Academy.

Fundraiser Contact Person and Supervisor Responsibilities:

- Ensure proper prior approval by completing the Fundraising Authorization Form and acquiring all appropriate signatures.
- Develop fundraising plan and budget.
- Plan and execute the fundraising event.
- On a daily basis, deposit associated funds at the Advancement Office.
- Record and maintain a complete list of all receipts and donors for the fundraiser. The list must include the following:
 - Legal names of each donor
 - Mailing address
 - Phone Number
 - Date of receipt
 - Dollar amount of donation
- Acknowledgment letters must be sent to donors.
- Completion of the Fundraising Follow-up Form must be done no later than 14 days after the event. (The Advancement Office will provide a copy to the Business Office for Accounting Purposes.)
- Please contact the Advancement Office to process all gifts in-kind or quid pro quo donations.
 - Gift-in-Kind: A gift-in-kind is a non-cash gift of physical property or service. Examples of gifts-in-kind include, but are not limited to books, supplies, equipment, artwork, and furniture.
 - Quid Pro Quo: A Quid Pro Quo donation is a payment a donor makes to the College partly as a contribution and partly for goods or services. For example, if a donor gives the College \$100 and receives a concert ticket valued at \$40, the donor has made a quid pro quo contribution. In this example, the charitable contribution part of the payment is \$60.

Fundraising Procedure

Registration Submission:

All fundraising events must be registered at least two weeks in advance with the office that oversees their fundraisers via the online [Fundraising Registration Form](#).

- Review and Complete the Fundraising Registration Form
- Obtain approval from your sponsoring department

- The sponsoring department will then submit the form to the Advancement Office for approval.

Once submitted to the Advancement Office, your organization will receive an approval e-mail or a request to meet with the Advancement Office within (3) days.

Determination:

The College will facilitate student groups in determining the most appropriate time for fundraising based on the type of fundraiser, events, etc. All requests will be reviewed and approved by the sponsoring office (see Administrators of Policy) and the Advancement Office. The College reserves the right to make recommendations to a registration or deny a registration.

Note: Exceptions to this policy may be made by the College President.

Fundraising Guidelines

- Each fundraising activity is required to offer a benefit to the College community that is consistent with the College's educational mission and comply with all local, state and Federal laws and ordinances.
- Fundraising events may not disrupt or impair the normal operation of the College.
- Fundraising events may not interfere with existing College-operated services or contracts.
- Fundraising organizers may not use overbearing or coercive acts that might intimidate those persons from whom support is sought.
- All fundraising contracts must meet the guidelines in this policy and must be reviewed and signed by the sponsoring office/departments, Business Office and the Advancement Office.
- A student, on behalf of their group, may be permitted to raise funds in order to attend an event planned by the group. In some instances, a portion or all of the proceeds may offset the costs a student incurs for trips, study abroad, etc. Donations made for this purpose must be made to the College and not to the individual student.
- As stated above, a student may only solicit members of the Lackawanna College community by email, social media, and posted flyers on campus and at College centers. Door-to-door solicitation on campus and at centers is prohibited.
- Although solicitation of internal constituents is generally prohibited, exceptions can be made by the Vice President for College Advancement,
- When working outside the Lackawanna College Community, a student has the right to affiliate her/himself as a member of the College community and can ask for written verification on Lackawanna letterhead from the designated office/department. This letter will indicate that s/he is part of a specific group and s/he is raising funds for specific purpose. (A sample letter will be created.) A student can and should show her/his College ID to help identify her/himself as a member of the Lackawanna community.
- Organizations should, at all times during a fundraiser, have available a copy of their approved fundraising registration.

Additional Information

- Student fundraisers that promote the use or sale of alcohol will in general, not be approved.
- Use of the Lackawanna College Tax Exempt Status must receive prior approval from the sponsoring department and College Advancement.
- All letter, fliers or advertisements must be approved by the Director of External Relations.
- Raffles, lotteries, and sweepstakes may be approved but require appropriate oversight and compliance.
- The sale of baked goods may require additional authorizations and provisions for food safety/preparation.
- Using professional fundraising firms is generally not allowed.
- This policy is not intended to address/encompass all fundraising activities (e.g. hosting of camps, etc.) and separate guidelines may be drafted for those entities.

Lackawanna College is committed to encouraging and sustaining a learning and work community that is free from prohibited discrimination and harassment. The college prohibits discrimination on the basis of race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, gender expression, sex, or age in the administration of its fundraising activities. Any form of harassment will result in the immediate termination of the fundraiser and will be brought to the attention of the College President and Board of Trustees for further review.

By signing below, I certify that I have read and understand the guidelines set forth in the LC Student Fundraising Policy.

Signature of Fundraiser Contact

Date

Signature of Supervisor

Date

Signature of VP of College Advancement

Date