



SUBJECT: 400 Human Resources

Policy: 403.9 Gratuities, Donations and Fundraising

Effective:

Revised:

Reviewed:

As employees of the State, College personnel are not permitted to accept money, goods, unrelated services, entertainment, or any form of gratuity, either directly or indirectly, from any individual or company interested in business or financial relations with the College. Any such gift must be returned to the donor.

Any requests to donate equipment to Great Falls College MSU must be submitted to the Associate Dean for Administration and Finance for review. Employees requesting permission to receive donated items should make these requests in writing to the Associate Dean.

The campus will only host sales activities directly related to students (e.g. bake sales for the benefit of a student group such as student government). Faculty or staff members who become aware of a student in need may refer him or her to the student government's Student Emergency Assistance Program (S.E.A.P.) committee by contacting the student body president.