SUBJECT: Financial Affairs  
Policy: 504.1 Fundraising and Gifts  
Effective: June 2007 Revised: July 2010

Policy Statement
Great Falls College MSU recognizes the need for well coordinated philanthropic fundraising initiatives to support the academic endeavors of students, while simultaneously increasing the institution’s funding base.

Purpose
The following guidelines are meant to give broad direction to Great Falls College MSU concerning designated institutional fundraising activities, exclusive of grants and/or contracts. These guidelines will provide a coordinated structure by which all solicitation efforts, whether they are monetary or in-kind, be appropriately initiated within the college’s high standard of community service and public confidence.

Fundraising Procedures
1. All external fundraising proposals initiated by faculty, staff, students, and/or academic program must be coordinated with Great Falls College MSU’s Development Office. In order to avoid an excessive number of solicitations in the name of Great Falls College MSU, it shall be the responsibility of the Development Office to serve as the coordinating agency for all types of fundraising programs and for all solicitations of funds from private individuals, foundations, businesses, corporations, and organizations. Any written request to undertake an external fundraising program or to solicit contributions from private individuals, foundations, businesses, corporations, and organizations must first be reviewed through appropriate channels including the department chair and then the Development Office, with the Dean/CEO reserving the prerogative to review all requests. External fundraising proposals will only be considered through the Great Falls College MSU Project Funding Application, available in the Development Office.

2. Those interested in pursuing outside funding from nonpublic sources should have initiated the appropriate dialogue pursuant to the above procedure by April 1 of the year preceding the project.

3. External fundraising efforts by the Associated Students of Great Falls College MSU will be properly communicated to the Development Office well within advanced notice of the effort’s initiation to ensure it will not interfere with other campus philanthropic endeavors and/or solicit from the same private individual, foundation, business, corporation, or organization. If conflicting efforts are identified, the Development Office will work with Associated Students of Great Falls College MSU to discover alternate means of fundraising.

Gifts Procedures
1. All private monetary donations in support of Great Falls College MSU programs, students, personnel, or scholarships are to be channeled through the Development Office. All contributions are to be acknowledged by the Development Office and contributors may designate where they want the Development Office to direct the use of their gift.

2. Donation of contributed services, materials, and/or equipment may be eligible for in-kind gift acknowledgement and, if appropriate, additional recognition by the Great Falls College MSU’s Development Office. Though Great Falls College MSU itself is unable to place specific dollar values on in-kind contributions, it is often able to provide guidance to donors and recipients on how such values can be properly ascertained. This information may affect tax consideration for donors. Moreover, since in-kind gifts are a credit to all
concerned and can encourage additional contributions, the Great Falls College MSU's Development Office requests notification when in-kind gifts are contemplated or made.

3. Public recognition, for a monetary or in-kind contribution, can be a means of properly demonstrating gratitude. It can also be an effective inducement for further giving; however, it will only be made with the expressed approval of the donor.