Introduction & 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.

Procedures

Fundraising Procedures
1. All external fundraising proposals initiated by faculty, staff, students, and/or academic program must be coordinated with Great Falls College MSU CEO/Dean’s 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 CEO/Dean’s 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 CEO/Dean, with the CEO/Dean 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 CEO/Dean’s Office.

2. 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 CEO/Dean’s 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 CEO/Dean’s Office. All contributions are to be acknowledged by the CEO/Dean’s Office and contributors may designate where they want the CEO/Dean’s Office to direct the use of their gift.

2. Great Falls College Montana State University has a contractual agreement with the Montana State University Alumni Foundation for managing large gifts or gifts not intended to spend within the fiscal year. Discussion between the donor, the CEO/Dean and the Executive Director of Operations will determine if the gift remains at Great Falls College MSU or is transferred to the Foundation.

3. Any requests to donate equipment to Great Falls College MSU must be submitted to the Executive Director of Operations for review.