

**SECTION: General Information**  
**SUBJECT: Fundraising Activity**  
**SOURCE REFERENCE: Board of Trustees Policy 515.01, GSCC Internal Policy**

**NUMBER: M/1.6.1**

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## **Fundraising Activity**

Gadsden State Community College requires that all fundraising activities clearly relate to the overall mission of the College. Gadsden State Community College will comply with all pertinent State and Federal regulations, legislation, and procedures. The College shall in no way compromise its commitment to maintain appropriate legal and administrative practices, as well as accreditation criteria.

All requests to conduct fundraising activities—whether by individuals, groups of students or employees, or the Foundation—must be submitted to the Executive Vice President. The GADSDEN STATE COMMUNITY COLLEGE FUND-RAISING ACTIVITY REQUEST FORM (See M/1.6-B) may be obtained online. The official form must be completed by the applicant and approved by the departmental Dean, the Dean of Financial and Administrative Services, and the Executive Vice President, in accordance with Board of Trustees Policy 515.01: Agents, Vendors or Solicitors. The Director of Advancement and Alumni Services will initially review the fundraising activity request form to confirm that no other fundraising activities are scheduled at the same time and to identify any potential conflicts. An electronic copy of the approved request form will be given to the applicant (originator), the departmental Dean, the Dean of Financial and Administrative Services, the Dean of Institutional Effectiveness, and the Executive Vice President. A copy of the form will be filed in the Office of the Executive Vice President. Upon completion of the fundraising activity, the second page of the GADSDEN STATE COMMUNITY COLLEGE FUNDRAISING ACTIVITY REQUEST FORM (See M/1.6-B) must be completed online by the applicant and a copy sent to the Dean of Financial and Administrative Services, department Dean, Dean of Institutional Effectiveness, Grants, and Special Projects, Director of Advancement and Alumni Relations, and the Executive Vice President. Failure to complete the follow-up in a timely manner may delay future fundraising approvals. Each department/program/club may, upon approval, have up to three fundraisers per academic year. The President or his designee must approve additional fundraisers.