



Procedure 510.2A Fundraising Activity Procedure

Policy 510 - Finance Administration

We welcome the creativity and willingness to raise funds for programs and projects on campus. The following guidelines are in place to help support you in your fundraising endeavors.

Please inform the Foundation of the fundraising activity a minimum of two (2) weeks prior to the event or activity to allow enough time to ensure the activity is legal and acceptable under 501(c)(3) guidelines. Activities must align with the mission of the College as well as policies and initiatives. To ensure compliance, foundation staff may offer ideas and suggestions to help make your fundraiser a success.

For questions, please contact the Foundation office at (360) 442-2130 or foundation@lowercolumbia.edu.

A. Administration

1. Complete a [Fundraising Activity Request Form](#) for approval. Please include a list of businesses and/or donors you plan to solicit along with copies of any print materials you plan to use.
2. Your request will be forwarded to your chosen Faculty / Staff Representative for approval, followed by your Dean / Administrator, College Relations, and your Vice President for initial approval, and then the Executive Leadership Team ("Cabinet") for final approval. The foundation will notify you of the decision.

3. You will need a “game plan” for money raised and a budget number if one does not already exist for the program. (Contact the Foundation Accountant for details.)
4. All print materials must include appropriate language regarding the LCC Foundation 501(c)(3) tax exempt status.
5. An LCC faculty/staff member must provide oversight and accountability during the event.

B. Accounting Procedures

6. The LCC faculty/staff member is responsible for money spent and received as well as inventory purchased and sold.
7. The faculty/staff member is responsible for presenting an accurate accounting of donations and earnings. All collected funds need to be turned in to the Foundation office within ten (10) calendar days following the event.
8. All checks should be made out to the LCC Foundation.
9. Any unused funds in the program account, with no activity within a two (2) year period, will be deposited into the Foundation unrestricted account at the end of the fiscal year, unless prior arrangements with the foundation are made.