



FUNDRAISING AND RESOURCE DEVELOPMENT PROCEDURE (RCTC Procedure 7.7.1)

System Board Policy 7.7 and System Procedure 7.7.1 will be in effect with the following additions.

Part 1. Procedures: Any RCTC employee, student, alumnus/alumni, parent group, volunteer or other person, persons or group wishing to undertake fundraising, solicitation of contributions, grant submissions, or acceptance of gifts-in-kind in the name of the College shall adhere to the following procedures. All monies raised through any fundraising, grant or sponsorship activities must be placed in an appropriate Custody Account established through the RCTC Business Office or RCTC Foundation Office. Appropriate forms are available online under RCTC Policies. The completed forms must be on file in the RCTC Foundation Office, with the required signatures, at least two weeks before any fundraising activity can begin or grant application can be submitted.

IRS reporting requirements are mandatory on gifts with a value of \$250 or more. The RCTC Foundation Office must be notified of any gifts or contributions received with a cash or in-kind value over \$250.

System Policy 7.7 requires the College to maintain a list of gifts and grants with a value in excess of \$5,000. To comply with this requirement, System Procedure 7.7.1 Gifts and Grants Acceptance Reporting Form must be completed and submitted to the RCTC Foundation Office for recording purposes.

Subpart A: Athletics

Prior to engaging in any fundraising activity, individuals representing athletic teams must submit to the Vice President of Student Affairs/Chief Student Affairs Officer an Application to Request Public Support form, with the approval signature of the Athletic Director. Approved fundraising activities may include signage sales, tournaments, summer camps, sponsorship for home games, initiating booster clubs or other activities.

Subpart B: Student Clubs

Prior to engaging in any fundraising activity, individuals representing student clubs or organizations must submit to the Vice President of Student Affairs an Application to Request Public Support form, with the approval signatures of the club president or officer and faculty advisor.

Subpart C: Grants

Prior to the submission of any grant application, individuals must submit to either the Executive Vice President, Academic Affairs (Chief Academic Officer) or Vice President of Student Affairs (Chief Student Affairs Officer) a Grant Writing Approval Form, with the approval signatures of the department chair/division coordinator, and respective Dean.

Subpart D: Gifts-In-Kind

Prior to acceptance of any gifts-in-kind, a determination of the viability and good working order of any item must be established. The acceptance of such gifts offered to the College or the RCTC Foundation must be determined by the department head with approval sought from the Departmental Dean, the Executive Vice President, Academic Affairs (Chief Academic Officer) or Vice President of Student Affairs (Chief Student Affairs Officer). A copy of the completed Gift Acceptance Form will be provided to the donor, one copy to the department in which the contributions will be used and one copy will be filed with the RCTC Foundation Office. Values placed on all donated items are the responsibility of the donor, unless an independent appraiser is warranted. This is usually necessary for the acceptance of works of art, antiques or gifts of historical value, land and buildings. In cases where gifts-in-kind are commonplace to a certain program, prior arrangements and latitude may be established with Dean approval.

Date of Implementation: Immediately

Date of Adoption: 11/28/00

Revisions: 11/2/2021 (Procedures separated from Policy)