

**OFF-CAMPUS FUNDRAISING BY COLLEGE DEPARTMENTS, STUDENT GROUPS, CLUBS, OR OTHER ORGANIZATIONS AFFILIATED WITH TBCC**

ADMINISTRATIVE RULE NUMBER: A003

LAST APPROVE: JULY 20, 2010, APRIL 01, 2013, DECEMBER 10, 2014,

DECEMBER 2016, NOVEMBER 28, 2018

RELATED TO POLICY SERIES NUMBER: 109

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CRITERIA – A003.1

TBCC Foundation personnel actively solicit donations that will benefit the students, programs, and services of Tillamook Bay Community College. Coordination among solicitations is essential to ensure that donations are utilized according to the donors' wishes and to avoid inappropriate duplication of efforts. College departments, student groups or other organizations affiliated with TBCC may solicit for off-campus donations, but all efforts must be approved in advance by the department head and the TBCC Foundation.

GUIDELINES – A003.2

- A. Procedures for Off-campus Fundraising under \$50 by College departments, student groups, clubs, or other organizations affiliated with TBCC.
  - a. Once college departments or instructional programs have received approval from their department head to raise money from off-campus sources, they will notify the Vice President of Administration and College Relations of their fundraising plan.
  - b. Prior to any solicitation, and after department head approval, student groups or clubs will notify the Vice President of Administration and College Relations of their intention to raise money or secure merchandise donations from off-campus sources. The Vice President of Administration and College Relations will instruct student groups and clubs that all cash donations must be in the form of a check and that checks should be made out to the Tillamook Bay Community College.
  - c. Collected monies and the donor documentation should be delivered immediately to the CFO. An itemized listing of all donated items including a description of the item, donor, value, and date of receipt must be maintained.
  - d. The department head will advise the department or student group on thank you procedures. The group who solicited the funds or merchandise will prepare a thank you and/or receipt and mail it to the donor. Monies will be deposited in the appropriate College account.

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- B. The appropriate director shall notify the Vice President of Administration and College Relations if any proposed solicitation is likely to produce a contribution from any single source in cash of \$50 or more or merchandise valued at \$50 or more. This notification will occur before the contribution is solicited.
- a. Off-campus solicitations will be governed by the following rules:
    - i. Contributions will be sought only for projects, programs, or activities that benefit student learning or organized student activities. No contributions will be solicited for the private gain of any individual.
    - ii. Solicitors will clearly indicate to potential contributors the purpose of the contribution.
    - iii. TBCC explicitly reserves the right to refuse permission to any student group, club, department, or program, from using its name, reputation, or resources to solicit funds. Student groups or clubs that fail to comply with a college directive regarding off-campus fundraising activities shall be subject to disbarment.
    - iv. Money or merchandise collected from off-campus sources will be used for the purpose represented to donors.
    - v. No charitable contributions will be solicited or accepted that are in conflict with the TBCC Foundation bylaws' definition as a nonprofit organization.
  
  - C. Any College department, student group, club, or other organization affiliated with TBCC that feels this administrative rule creates adverse impact may appeal a specific project to the college president.