Mountwest
Community & Technical College

Office of the President

Mountwest Administrative Procedure

Fundraising & Gift Acceptance

1. The Office of Development/MCTC Foundation is the central repository for the receipt, recording and acknowledgement of all gifts to Mountwest Community & Technical College irrespective of designation or purpose. The director of development must be immediately notified upon receipt by any individual, department, student club or organization of any contributions of cash, securities, tangible personal property, gifts-in-kind or any other form of voluntary support that is covered by this policy.

2. The director of development serves as the officer of Mountwest Community & Technical College designated by the president to coordinate, approve, staff and otherwise support all fundraising communications, activities, events and programs for the express purpose of raising and acknowledging voluntary support from all individuals and entities to benefit MCTC programs and activities.

3. The cost of any fundraising activity that has not already been established as an institutional priority shall be considered ancillary and, therefore, must be funded by the sponsoring organization or from the proceeds that result from the fundraising activity.

4. Faculty and staff members must submit a Fundraising Request Form to the Office of Development prior to engaging in any fundraising activities. The director of development will review the request and determine if and when the fundraising activity will be scheduled in accordance with the established fundraising priorities of the institution. The applicant can expect to receive feedback on his/her Fundraising Request Form no more than 10 business days after the request is filed.

5. If permission is granted to conduct the fundraising activity and if the activity entails improvements to the campus or to any MCTC-owned or leased property, the fundraiser organizers must additionally seek approval from the president of MCTC.

6. Consideration of the use of a third-party vendor for the purpose of soliciting gifts to Mountwest Community & Technical College and/or the transmission of any constituent information such as names, addresses, e-mail addresses and telephone numbers for such purposes must be approved by the director of development.

7. If the planned fundraising activity will involve the use of the MCTC logo, seal or other trademarked graphics, organizers must consult with the marketing and media coordinator. The marketing and media coordinator should also be consulted on any media or Web promotions related to the fundraising activity or financial gift.

Responsibility

It is the responsibility of the director of development or his/her designee to review requests to conduct fundraising activities designed to benefit Mountwest Community & Technical College programs and activities and to evaluate such requests in light of the MCTC's established institutional priorities.

It is the responsibility of all members of the board of governors, administration, faculty, staff, students, student organizations, community of alumni and friends, institutes and centers to adhere to this policy and its relevant procedures. It is the responsibility of student clubs and organizations to consult with the dean of student services or his/her designee regarding fundraising activities and practices.

Receipt of Funds

Payment for all private funds raised to benefit Mountwest Community & Technical College, its divisions, centers, institutes, departments and programs must be sent directly to:

MCTC Foundation
PO Box 1359
Huntington, WV 25716

Enforcement

Enforcement of Mountwest Community & Technical College policies and procedures is the responsibility of the Office of Development. The responsible office will contact the appropriate authority regarding faculty or staff members, students, vendors or visitors who violate policies.

MCTC acknowledges that this document may not anticipate every possible issue that may arise. MCTC, therefore, reserves the right to make reasonable and relevant decisions regarding the enforcement of these procedures. All such decisions must be approved by an MCTC administrator (i.e. president or vice president/chief financial officer).

Effective Date: March 11, 2011
Approved by: Dr. Keith Cotroneo, President

Signature:

Mountwest
Community & Technical College

Fundraising Project Request Form

Project Information

Project/Program Name:	
Division:	
Submitted By:	
Title:	
Work Phone/Extension:	
Email Address:	

Fundraising Goal:	$
Please describe the specific need this funding will address.	

Date of Fundraiser:			
☐	One-time fundraiser	☐	Ongoing fundraiser
If ongoing, please indicate frequency of fundraising activities:			

Marketing/Public Relations
All approved fundraising requests involving marketing/public relations will be forwarded to the Coordinator of Marketing and Media.

Do you plan on promoting this fundraising project?	☐ Yes	☐ No
If yes, how do you plan to promote the project?		
Will donors/sponsors receive recognition through these efforts?	☐ Yes	☐ No

Type of Appeal

Please select the fundraising appeal that best describes you wish to undertake or that you suggest be undertaken.

- ☐ Benefit: Staging of a special event or fundraising activity for charitable purposes; all proceeds above expenses are designated as contributions to the charitable institution/department(s) concerned.
- ☐ Sponsorship: Soliciting the support of specific individuals/organizations to fund a project/event of interest to the College. All funds raised through sponsorships are used to implement the activity.
- ☐ Gift In-Kind: Soliciting specific individuals/organizations for equipment or other property on which the donor may place a monetary value and claim a deduction for income tax purposes.

Potential Funding Partners

Please provide the names of all foundations, corporations or specific individuals or groups you intend to solicit for project funding.

Signature and Approval

After completion, please sign and submit to the Director of Development.

By submitting this request, I, the applicant, affirm that the facts set forth are true and complete to the best of my knowledge. I understand that any false statements, omissions or other misrepresentations made on this form may result in the denial of my fundraising request.

I understand that the timing of special events, fundraising projects and the use of prospective participant lists must complement other fundraising initiatives of Mountwest Community & Technical College and the Mountwest Foundation.

I am familiar with the institutional procedures for Fundraising & Gift Acceptance and Advertising, Marketing & Public Relations and will adhere to those procedures during all phases of this project.

Applicant Name (please print):	
Signature:	
Date:	

Division Dean:	
Signature:	
Date:	

OFFICE OF DEVELOPMENT USE ONLY	
Date Received:	
☐ Approval Granted	☐ Application Denied
Comments/Reason for denial:	
Director of Development Signature:	
Date:	
Vice President for Finance Signature:	
Date:	

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