

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

**Policy No. D - 1**

**INSTITUTIONAL FUNDRAISING AND GIFT ACCEPTANCE**

**1. General Information:**

**1.1 Scope:** This policy is applicable to all members of the Mountwest Community & Technical College community including faculty, staff, board of governors, alumni, other agents and representatives, institutes and centers.

This includes all private fundraising efforts toward individuals, corporations, businesses, community or private foundations or other entities on behalf of scholarship, general or specific program, event or capital support.

**1.2 Authority:** W.Va. Code §18B-1-6

**1.3 Passage Date:** November 22, 2021

**1.4 Effective Date:** December 22, 2021

**2. Policy:**

**2.1 Introduction:** This policy is designed to ensure that Mountwest Community & Technical College (MCTC) completely and accurately records all voluntary financial support from all individuals and entities in accordance with accepted standards for crediting, acknowledgement and stewardship of all such support. The policy is also designed to ensure that MCTC strategically directs its resources and energies toward the institution's most critical priorities.

This policy further guards against the unnecessary and excessive solicitation of MCTC's most generous contributors and prospective donors. The Fundraising and Gift Acceptance Policy is designed to comply with federal and state regulations, including compliance that allows the MCTC Foundation to maintain its 501(c)(3) status with the IRS.

This policy is not intended to hamper existing fundraising efforts but enhance the outcomes through strategic and focused solicitations and ensure that donors receive maximum benefits and timely recognition for their gifts.

**2.2 General Principles and Guidelines:** The College President or delegated authority has exclusive responsibility for planning, implementing, managing and assessing all programs and activities related to securing private financial support for Mountwest Community & Technical College, its divisions, centers, institutes, departments and programs.

Except as noted below, no member of the MCTC community may solicit any individuals or entities for the purpose of securing financial support for MCTC programs and activities without formal written consent, in advance, from the director of development.

Fundraising projects that entail improvements or changes to the campus or to any property owned or leased by MCTC require additional permission from the MCTC president.

Any fundraising for political purposes is prohibited.

**2.3 Exceptions to Policy:** Student clubs and organizations holding fundraisers that exclusively target faculty, staff and students, such as bake sales and raffles, are exempt from this policy. However, student clubs or organizations holding such fundraisers on MCTC-owned or leased property must obtain permission from the Vice President of Student Services or his/her designee.

Student-led fundraisers that involve the solicitation of donors external to MCTC, including the board of governors, alumni, parents, friends and businesses, are **NOT** exempt from this policy. Student clubs and organizations wishing to organize such fundraisers must first consult with the Vice President of Student Services, who will determine whether they must consult the director of development.

Other exceptions to this policy may be considered by the president of Mountwest Community & Technical College upon the advice and consent of the director of development.