



## Fundraising Activity Procedure

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.

### 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. Obtain required signatures before submitting the "Fundraising Activity Request Form" to the Foundation. Your request will be forwarded to the Executive Leadership Team ("Cabinet") for final approval and 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.

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



## Lower Columbia College Foundation Approval for Fundraising Activity Request Form

\_\_\_\_\_

Date of Event

\_\_\_\_\_

Budget Number

\_\_\_\_\_

LCC Faculty/Staff Representative

\_\_\_\_\_

Phone/Contact Info

\_\_\_\_\_

Program/Project benefitting from fundraising

\_\_\_\_\_

Targeted Goal (dollar amount \$)

Detailed description of the activity (include location and individuals you plan to solicit)  
Please attach print materials including flyers, brochures, forms etc.

Suggestions/Restrictions from Foundation

By checking this box and signing below you agree to adhere to all Fundraising Activity Procedures.

\_\_\_\_\_

Requester Signature

\_\_\_\_\_

Date

\_\_\_\_\_

LCC Faculty/Staff Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Dean/Administrator Signature

\_\_\_\_\_

Date

\_\_\_\_\_

College Relations

\_\_\_\_\_

Date

\_\_\_\_\_

President/VP Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Foundation Director Signature

\_\_\_\_\_

Date