



ADMINISTRATIVE PROCEDURE

TITLE: Gifts, Donations, and Fundraising

ADMINISTRATIVE PROCEDURE # 3820

RELATED TO POLICY # 3820 GIFTS, DONATIONS, AND FUNDRAISING

A. Solicitation and Acceptance of Gifts and Donations:

1. All requests for soliciting and accepting gifts and donations on behalf of Umpqua Community College (UCC) must be directed to the Office of Advancement.
2. The Office of Advancement shall coordinate with the appropriate department or program to ensure alignment with UCC's mission, values, and strategic priorities.
3. Donors may specify the purpose or designation of their gift, and such preferences shall be honored whenever possible, subject to approval by the Office of Advancement.

B. Acknowledgment and Recognition:

1. Upon acceptance of a gift or donation, the Office of Advancement shall promptly acknowledge the donor in writing and provide appropriate recognition based on the level and nature of the contribution.
2. Donors may be recognized through naming opportunities, plaques, publications, events, or other means as approved by the UCC Board of Education.

C. Fundraising Activities Approval:

1. Departments, organizations, or individuals planning fundraising activities on behalf of UCC must obtain prior approval from the Office of Advancement.
2. Student groups through ASUCC must communicate and coordinate with the Office of Advancement before fundraising or solicitation efforts.
3. Fundraising activities must comply with UCC policies and procedures and any legal requirements or regulations governing charitable solicitations.

D. Donor Stewardship and Reporting:

1. The Office of Advancement shall maintain accurate records of donor interactions, communications, and contributions.

2. Donor stewardship efforts shall include ongoing communication, recognition, and stewardship to cultivate lasting relationships with donors.
3. Regular reports on fundraising activities, gift acceptance, and donor stewardship shall be provided to the UCC President.

E. Use of Funds and Financial Management:

1. Funds received through gifts and donations shall be deposited into appropriate UCC Foundation accounts and used in accordance with the donor's intent, if specified, and UCC's mission and priorities.
2. Financial management of donated funds shall adhere to UCC Foundation's fiscal policies and procedures, including proper accounting, reporting, and oversight.

F. Conflict of Interest Disclosure:

1. Individuals involved in soliciting, accepting, or managing gifts and donations must disclose any potential conflicts of interest to the Office of Advancement.
2. Conflicts of interest shall be managed in accordance with UCC's Conflict of Interest Policy and applicable laws and regulations.

G. Compliance:

1. Compliance with this administrative procedure is mandatory for all UCC faculty, staff, and volunteers involved in gifts, donations, and fundraising activities.

REFERENCES: ORS 341.290(5), 341.290(11), 341.290(19)

RESPONSIBILITY:

The Chief Advancement Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2029-2030

DATE OF ADOPTION: 3/8/2021 by CC

DATE(S) OF REVISION: 3/11/2024 by CC and Chief Advancement Officer

DATE(S) OF PRIOR REVIEW: