



## ADMINISTRATIVE PROCEDURE

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**TITLE: Gifts, Donations, and Fundraising**

**ADMINISTRATIVE PROCEDURE # 3820**

**RELATED TO POLICY # 3820 GIFTS, DONATIONS, AND FUNDRAISING**

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### **A. Gifts and Donation Acceptance**

1. All cash and/or property gifts are typically handled through the Umpqua Community College Foundation, whose tax status has been clarified and federally approved as a 501C (3) nonprofit, tax-exempt organization.
2. Any donation of equipment, materials, or vehicles to the College or to the College Foundation for use in College programs must be approved by the appropriate senior level administrator before a commitment to accept it is made by any member of the College staff.
3. Acceptance of a gift shall not be considered endorsement by the College of a product, enterprise, or entity.
4. Equipment donated to either the College or the UCC Foundation must be appropriately inventoried.
5. Plans for acceptance of consumable supplies must include the manner in which they will be stored and disbursed within the normal operating systems and inventory procedures of the College department involved.
6. Plans for acceptance of equipment or vehicles that require maintenance, storage, licensing, or other upkeep must include the manner in which the accepting department will meet these requirements.
7. A written acceptance (including a description of the donation) will be issued by the UCC Foundation within 30 days of the final offer. The UCC Foundation does not indicate verbally or in writing to the donor a specific value for the property contributed. The College shall assume no responsibility for appraising the value of gifts made.
8. The UCC Foundation's in-kind donation form can be found at <https://www.umpqua.edu/employee-resources/employee-forms-information#Foundation>,

## **B. Fundraising**

1. College employees wishing to engage in UCC Foundation-assisted, College-related fundraising activities must have prior approval from the College's Senior Leadership Team, followed by approval from the Chief Advancement Officer in consultation with the UCC Foundation Board of Directors.
2. Typical fundraising activities include direct solicitation for financial support or equipment donations, either in person or through a letter of appeal; grant applications for program support, equipment, capital improvements, or faculty development; raffles; product sales; special events, etc.

## **C. Non-Official, College-Related Fundraising**

1. Fundraising by College employees of a personal nature and not coordinated or conducted in cooperation with the UCC Foundation or undertaken on behalf of the College or official College programs, activities, or endorsement may not occur under the implied sponsorship of the College. Examples of fundraising activities of this nature include aid for a needy family or College employee, funds for memorials, etc.
2. College employees are not permitted to engage in non-official, College-related fundraising while on the College payroll, nor are College resources to be used in any manner for this type of fundraising.
3. The College cannot serve as the fiscal agent for non-official, College-related fundraising.
4. A public or community-sponsored fundraising activity may be engaged in at the College, provided there are no unreimbursed, out-of-pocket expenses to the College and the activity has the express advance approval of the college president.

## **D. Student Clubs and Organizations**

1. Chartered student organizations may engage in minor fundraising under the approval of the Director of Student Engagement or Dean of Students, in consultation with the Executive Director of the Foundation. These activities must follow all applicable rules and laws established by the State of Oregon. Fundraising activities related to raffles, bingo, and amusement games must follow Oregon Department of Justice charitable gaming requirements and obtain appropriate licenses, if needed.

## **E. Memorials**

2. To honor the passing of a current or former College employee, donations to the Foundation may be made in the employee's name. For Naming of Facilities opportunities refer to BP/AP 3650 Naming of Facilities and Other Entities.

**F. Non-discrimination**

1. In no event shall the College, or the UCC Foundation as its agent, accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity. If approached by a donor who wishes to make a scholarship donation that will be tailored to help historically underrepresented groups, counsel should be consulted.

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

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 3/8/2021 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**