



Broward
Community
College

Policy Manual

Title: Fundraising and Donation of Equipment and Supplies	Number: 6Hx2-6.24
Legal Authority: Fla. Statutes 240.319 (2)	Page: 1 of 1

Fundraising. The Board authorizes the President or his/her designee to engage in fundraising activities which assist the institution in meeting its mission. As the Executive Director of the Broward Community College Foundation, the Vice President for Development will serve as the individual responsible for coordinating the fundraising efforts of the institution. Fundraising includes the solicitation of gifts of cash, securities, real estate, planned gifts/bequests, grants, or services requested by any employees or students on behalf of the institution. Fundraising activities must relate to the purpose of the institution, must be incorporated in the planning process of the institution, and must be regularly evaluated. To ensure that the best interest of the College is served and that prospect research and donor cultivation are coordinated, all fundraising efforts must be approved by the Vice President for Development and/or the President. All fundraising activities conducted by the Broward Community College Foundation must be approved by the President. All gifts must be reported to the Vice President for Development within a reasonable period of time, and gifts of cash or securities should be forwarded immediately. The Foundation/Development office shall be responsible for acknowledging all gifts. Contributions of cash, securities, real estate, and other items deemed to be of value to the institution, once received by the College, should be transferred to the Broward Community College Foundation for administration. Donations intended for the College can be made directly to the Broward Community College Foundation, and those that come to the College first should be transferred to the Foundation.

Donations of Equipment and Supplies. Offers to donate tangible personal property, materials, or supplies to Broward Community College shall be submitted in writing by the donor to the Board of Trustees through the President. The written offer should include: (1) a clear description of the property and its fair market value as established by the donor, (2) verification that the donation is free and clear of all liens and encumbrances, and (3) an acknowledgment that Broward Community College will have full power and irrevocable rights to the unrestricted use, ownership, and disposition of the donation.

Final acceptance of a donation is at the discretion of the Broward Community College Board of Trustees or the Broward Community College Foundation Board of Directors, whichever is appropriate

History: Issued as Policy 6.43 on December 15, 1992; revised and re-numbered on June 18, 1997

Approved by the Board of Trustees	Date 06/18/97	President's Signature 	Date 06/18/97
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