



Broward
College

Policy Manual(Revised by WDP 2/9/09)(DRAFT)

Title: Fundraising and Donation of Equipment and Supplies	Number: 6Hx2-6.24
Legal Authority: : <i>Fla. Statutes 240.319 (2)</i> <i>Fla. Statutes 1001.63</i>	Page: 1 of 2

GENERAL STATEMENT

Consistent with the powers and duties entrusted to the Broward College Board of Trustees, The Board authorizes the President and/or the Executive Director/Vice President for Development or his/her designee to engage in fundraising activities that assist the ~~institution~~ College in meeting its mission.

THE POLICY and THE STUDENT

The mission of the Foundation is to support the mission of the College by providing advocacy, community awareness and financial support to the college's students ~~and faculty~~. This policy provides assurance that assets intended to be used to benefit the college's constituents are properly accounted for and protected.

THE POLICY and THE FACULTY and STAFF

The mission of the Foundation is to support the mission of the College by providing advocacy, community awareness and financial support to the college's faculty in its academic endeavors. This policy provides assurance that assets intended to be used to benefit the college's constituents are properly accounted for and protected.

IMPLEMENTATION and OVERSIGHT

As the Executive Director of the Broward College Foundation, the Vice President for Development will serve as the individual responsible for coordinating the fundraising efforts of the ~~institution~~ College. Fundraising includes the solicitation of gifts of cash, securities, real estate, planned gifts/bequests, grants, or services on behalf of the ~~institution~~ College. Fundraising activities must relate to the purpose of the ~~institution~~ College and the Foundation, must be incorporated in the planning process of the ~~institution~~ College, and must be regularly evaluated.

To ensure that the best interest of the College is served and that prospective research and donor cultivation efforts are coordinated, all fundraising efforts and activities conducted by the Broward College Foundation must be approved by the Executive Director/Vice President for Development and/or the President. All non-monetary gifts must be inventoried and reported to the Executive Director/Vice President for Development or his/her designee within one week of receipt, and converted to cash consistent with section VIII of the Foundation's Gift Acceptance Policies. Gifts of cash or securities should ~~should~~ be forwarded deposited and reported within 24 hours. The Development Office of the

History: Issued as Policy 6.43 on December 15, 1992; revised and re-numbered on June 18, 1997			
		AGENDA ITEM	VII-H
Approved by the Board of Trustees	Date 00/00/00	President's Signature FEB 24 2000	Date 00/00/00
		ENCLOSURE	20



Broward
College

Policy Manual(Revised by WDP 2/9/09)(DRAFT)

Title: Fundraising and Donation of Equipment and Supplies	Number: 6Hx2-6.24
Legal Authority: : Fla. Statutes 240.319 (2) Fla. Statutes 1001.63	Page: 2 of 2

Foundation shall be responsible for acknowledging all gifts. Donations intended for the College shall be made directly to the Broward College Foundation. Contributions of cash, securities, real estate, and other items deemed to be of value to the ~~institution~~ College, if initially received by the College, shall immediately be transferred to the Broward College Foundation for administration. ~~When For~~ donated assets are in the custody of the College, ~~or implementation and oversight for policy compliance is the responsibility of the Chief Financial Officer or his/her designee.~~ When assets are in the custody of the Foundation, implementation and oversight for policy compliance is the responsibility of the Executive Director/Vice President for Development or his/her designee.

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

VIOLATION OF POLICY.

Violations of this policy shall be investigated by the Executive Director/Vice President for Development, with assistance from the Vice President for Human Resources and Equity to determine an appropriate course of action which may include termination.

AGENDA ITEM VII-H

FEB 21 2009

ENCLOSURE 20

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 00/00/00	President's Signature	Date 00/00/00
--	-------------------------	------------------------------	-------------------------