

## Policy Manual



<b>Title:</b> College Affiliate Organizations and Use of the College Name	<b>Number:</b> 6Hx2-1.19
<b>Legal Authority:</b> Fla. Statutes 1001.64	<b>Page:</b> Page 1 of 1

Organizations affiliated with the College may operate as an unincorporated group of supporters or as an organization incorporated as a non-profit corporation under Florida Statutes and Section 501(c)(3) of the Internal Revenue Code of 1954 as amended. All such organizations are required by law to operate independently of the College and of the Broward College Foundation, Inc., but are expected to maintain a close and harmonious working relationship with both entities.

**Permission to Use the College Name.** College Affiliate Organizations may request permission to use the College name in their activities. To ensure that the purpose of the organization is consistent with the College mission and to assure donors that funds will be used in harmony with laws, regulations, and IRS requirements, organizations seeking affiliation with the College must submit the Articles of Incorporation, Bylaws, and names of the Board of Directors and officers to the President for submission to the Board of Trustees. Upon approval by the Board of Trustees, these affiliates may then make proper use of the College name in their activities, use College facilities and/or personnel, and be identified as College-sponsored activities.

**Submission of Annual Report.** By September 1 each year, College Affiliate Organizations shall submit to the President an annual report detailing the activities of the preceding fiscal year ending June 30. This report shall also include a financial statement detailing revenues and expenses.

**History:** Issued on April 16, 1997; revised February 26, 2013

**Approved by the  
Board of Trustees**

**Date**  
2/26/2013

**President's Signature**

**Date**  
2/26/2013