

Policy Coordinating Solicitation of Gifts

1. DEFINITIONS:

- External Donor means an off-campus business or organization or an individual who is not a current student or employee of the College.
- Foundation means the County College of Morris Foundation.
- Gift means pledges, cash, corporate sponsorships, securities, tangible property, donated services, or deferred or planned donations, given or to be given to the College or to a college-affiliated organization other than collective negotiation units.
- Internal Solicitation means a fundraising activity conducted by current students, employees, or by a campus affiliated group provided that Gifts are not solicited from External Donors.

2. PURPOSE: The Foundation is recognized as the lead agency for solicitation on behalf of the College of Gifts from External Donors. The Foundation must be aware of and coordinate these solicitations in order to maximize the chance for successful solicitation of Gifts from potential External Donors, and to avoid conflicts and multiple or inappropriate donation requests.

3. PRIOR NOTIFICATION AND APPROVAL: In order to avoid solicitation conflicts and duplication of effort, any college student, employee, or college-affiliated group planning to solicit External Donors to make Gifts to the College or to a college-affiliated organization, shall first file and obtain approval of a *Fundraising Application*. The *Fundraising Application* shall be filed with the President of the Foundation thirty (30) days in advance of the solicitation effort. The *Fundraising Application* at a minimum shall disclose (a) the parties who will conduct the solicitation, (b) the purpose of the solicitation, (c) the categories of targeted External Donors, (d) the method of solicitation, (e) the planned publicity, (f) the name and address of the party who will receive and record Gifts, (g) the period of the solicitation, and (h) a description of the nature, date, time and place of planned fundraising events. The President of the Foundation or his/her designee will review the application for consistency with the fundraising efforts of the Foundation. The President of the Foundation will advise the applicant in writing whether the application is approved, approved with conditions requiring that the solicitation be modified or postponed, or if disapproved, the reasons for the disapproval.

4. REVIEW BY COLLEGE PRESIDENT. If the applicant disagrees with the determination of the President of the Foundation, the applicant may make written request that the President of the College review the determination. The decision of the President of the College shall be final.

5. LIMITED SCOPE OF POLICY: This policy is limited to solicitation of External Donors to make Gifts to and for the benefit of the College or a college-affiliated organization. This policy shall not apply to (a) Internal Solicitations conducted by current students, employees, or a campus affiliated group, or (b) solicitations made on behalf of charities or organizations not affiliated with the College, or (c) solicitations made on behalf of collective negotiation units.