



## ADMINISTRATIVE

# POLICY

**TITLE: FUNDRAISING**

**POLICY NO: 4-33**

**EFFECTIVE DATE: 07/01/1998**

**VCCS POLICY NO: N/A**

**REVISED DATE: 05/25/2023**

I. Purpose:

To describe the college's policy relating to fundraising activities at J. Sargeant Reynolds Community College (Reynolds).

II. Definitions:

Fundraising activities: activities that are designed to solicit external resources from businesses organizations, and private individuals.

III. Policy:

A. The Office of Institutional Advancement is responsible for coordination of all fundraising activities performed in the name of the college.

B. Faculty, staff, students, and student organizations shall inform the Office of Institutional Advancement prior to initiating fundraising activities and shall coordinate any fundraising activities performed in the name of the college with the vice president of institutional advancement, chief strategy officer or their designee.

C. The J. Sargeant Reynolds Community College Educational Foundation, Inc. serves as the recipient of record for tax-deductible, gift donations to the college. The foundation shall maintain accurate and up-to-date records of all gifts solicited, pledged, and received.

IV. Procedures for [Fundraising, 4-33](#)

V. Other Information:

[JSRCC Form No. 20-0013](#), Gifts-in-Kind Donation Receipt and Transfer of Ownership for Real and Personal Property

[JSRCC Form No. 20-0014](#), Memorandum of Understanding for the Establishment of New Funds

[JSRCC Form No. 65-0007](#), Asset Donation Form