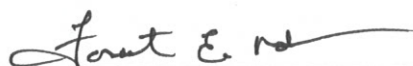


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	FUNDRAISING ACTIVITIES	Procedure Number:	10-3-101.1
Institutional Authority:	Chief Advancement Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	10-3-101		

Approved:



President



Chief Advancement Officer

Date

Adopted: 01/07/2013

Date

Revised: 07/12/2021

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

The President in conjunction with the Chief Advancement Officer shall authorize all fundraising activities conducted by the College or any of its clubs or organizations.

External funds, private gifts, and donations received by the ATC Foundation will be administered in compliance with applicable laws, regulations, donor restrictions, and other requirements. Solicitation and acceptance of gifts and donations will be coordinated through the Chief Advancement Officer or the Director of the ATC Foundation.

Appropriate activities include any activity, which is consistent with the mission of the College, serves the mutual interest of the College and its students, and maintains the moral and ethical standards set by the College including the use of donor funds for stated purposes.

Fundraising activities are considered to be, but not limited to, the following:

1. An event or activity requiring a fee for entrance or participation (e.g., a dinner, dance, fitness class, demonstration, concert) with the proceeds going to support the College or a College organization or its activities.
2. Sale of merchandise (such as candy, baked goods, flowers, etc.)

3. Contest requiring a fee to enter, the profits from which will go to support the organization or its activities.

Requests for approval to conduct a fundraising activity shall complete a Request for Fundraising Activity form, which is available on the ATC Foundation portal page or in the ATC Foundation office.

Requests for approval to accept gifts of personal property, equipment, materials, or services must be reported to the Director of the ATC Foundation, prior to their acceptance, using the In-Kind GiftForm, which documents the need and the projected use of the item(s). The College or ATC Foundation shall assume no responsibility for establishing a value of gifts for tax purposes. The donor should provide documentation of the fair market value of the gift before acceptance is made. Requests for approval of personal property, equipment, materials, or services must complete an In-Kind Gift Form, which is available on the ATC Foundation portal page or in the ATC Foundation office.

To remain in compliance with IRS regulations and ATC Foundation policies, Aiken Technical College does not solicit nor make financial donations to other registered not-for-profit charitable organizations. The ATC Foundation is unable to hold funds for future disbursement or co-mingle funds that are not exclusively intended for use by Aiken Technical College. Students, faculty, and staff are prohibited from establishing any type of financial account (bank, credit union, or online) to facilitate the collection of charitable gifts.

On those occasions when Aiken Technical College faculty, staff, and students wish to solicit funds for an external organization, donations via check must be made payable to the charity, and payroll deduction is permissible. The College and ATC Foundation are unable to receipt these gifts for tax purposes. Additionally, collected funds cannot be held or added to existing accounts on deposit with the ATC Foundation. External fundraising campaigns soliciting faculty and staff may not exceed forty-five (45) days unless with the written permission of the Aiken Technical College President.

Before engaging in fundraising activities for external charitable organizations, faculty, staff, and students must notify in advance and receive written permission from the Chief Advancement Officer.