AIKEN TECHNICAL COLLEGE
PROCEDURE

<table>
<thead>
<tr>
<th>Procedure Title:</th>
<th>FUNDRAISING ACTIVITIES</th>
<th>Procedure Number: 10-3-101.1</th>
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<tr>
<td>Institutional Authority:</td>
<td>President</td>
<td></td>
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<td>Associated SBTCE Policy/Procedure:</td>
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<tr>
<td>Governing ATC Policy:</td>
<td>10-3-101</td>
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Approved: [Signature]
President

Date
Adopted: 01/07/2013
Date
Revised: 06/03/2019

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 Development Officer of the ATC Foundation shall authorize all fundraising activities conducted by the College or any of its clubs or organizations.

External funds, 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 all gifts and donations will be coordinated through the Chief Development Officer 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 where a charge is made to enter or participate (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 Chief Development Officer of the ATC Foundation, prior to their acceptance, using the appropriate In-Kind Gift Report, which documents the need and the projected use of the item(s). The institution 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 Report, which is available on the ATC Foundation portal page or in the ATC Foundation office.