

Lamar State College-Port Arthur Fundraising Policies & Procedures



A Member of The Texas State University System

Office of the President
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At Lamar State College-Port Arthur, fundraising is a community endeavor. Students, faculty and staff are encouraged to participate in supporting the College. However, the Office of the President is the gatekeeper for all College fundraising and coordinates the efforts of all. The Fundraising Policies and Procedures document is a guide that directs fundraising activities to achieve success across the campus.

In order to maximize success, avoid duplication of effort, and assure adherence to the College's professional priorities and policies, the Office of the President serves as the coordinating agent for all Lamar State College-Port Arthur fundraising. Gift solicitation, proposals for gift solicitation, or fundraising events to be conducted by anyone (including faculty, staff, students, alumni, friends, etc.) for the benefit of Lamar State College-Port Arthur and its affiliates requires prior approval from the Office of the President of Lamar State College-Port Arthur.

Tax-Exempt Status

The ability of Lamar State College-Port Arthur to seek and receive philanthropic gifts and grants is dependent upon the continuing recognition of its tax-exempt status by the IRS. The College protects this status by abiding by all relevant laws and regulations, including using its tax-exempt status solely for its own benefit and by not sharing it with other organizations.

A ruling by the Internal Revenue Service states that Lamar State College-Port Arthur is exempt under section 501(c)(3) of the Code as an organization described in sections 509(a)(1) and 170(b)(1)(A)(ii).

This ruling is important for Lamar State College-Port Arthur because it establishes the following:

- a) The exemption of the College from federal income tax and federal unemployment tax;
- b) The deductibility, for general income, gift, and estate tax purposes, of contributions by donors to the College.

Requests to Conduct Fundraising Activity

The primary responsibility for leading Lamar State College-Port Arthur in its fundraising efforts belongs to the President of the College. Any faculty, department, school, or student organization, or any employee or student of the College shall secure the approval of the President, prior to engaging in any form of solicitation in the name Lamar State College-Port Arthur or otherwise. Fundraising activities on campus through campus organizations should contact the Director of Student Activities to complete the 'Event Form' as documentation to attach to the ***Fundraising Project Request Form***. Further, the Office of the President must be consulted prior to the solicitation of individuals, corporations, foundations, government agencies or constituent groups to ensure the effective coordination of the College's effort in fundraising.

Prior to any solicitation of gifts or contributions, a ***Fundraising Project Request Form*** must be submitted and approved by the Office of the President.

Fundraising Procedures

The following steps will be completed for submission of the *Fundraising Project Request Form*:

1. The *Fundraising Project Request Form* will be submitted to the Office of the President via inter-campus mail or in person prior to the onset of any fundraising activities. Fundraising activities on campus through campus organizations should contact the Director of Student Activities to complete the 'Event Form' as documentation to attach to the *Fundraising Project Request Form*.
2. Upon review and approval of the *Fundraising Project Request Form* by the Office of the President, the form will be returned to the applicant to begin the fundraising process.
3. For all proposals, direct-mail, or target market solicitations (see below for definitions), the applicant will submit all materials (including but not limited to applications, grant proposals, cover letters, recommendation letters, solicitation letters, pledge cards, flyers, and brochures) to the Office of the President for approval prior to submission to the prospective donor(s).
4. All funds are submitted to the Business Office. The gifts will be posted to the appropriate account of the department that made the original appeal for its intended purpose. If gifts are initially received by the Office of the President the original applicant will be notified of its receipt.

Definitions of Fundraising Activities

The Office of the President includes the following in its scope of fundraising initiatives under its supervision, as defined by the Association of Fundraising Professionals:

1. Proposal: a written request or application for a gift, grant, or service.
2. Direct-mail fundraising: the solicitation of funds by mass mail, whether electronic or paper.
3. Target market solicitation: a group of potential donors or other constituents that have certain characteristics in common, toward which a concerted effort is to be directed.

Examples of activities to be coordinated through the Office of the President include, but are not limited to, the following:

- a) Any program or event designed to solicit or acknowledge/recognize financial support and donors, including banquets, special events, phonathons (telephone fundraising), golf classic events, etc.
- b) Requests to private or public sources, such as foundations or government agencies, for the funding of new or existing instructional programs or in support of individual faculty

members, scholarships, students, staff, or projects.

c) All other programs or activities to solicit gifts.

College and Non-College Fundraising Initiatives

The College is aware that students and employees often engage in fundraising activities for which the College is not the intended beneficiary. These activities may range from campus-based efforts to raise funds for groups such as the United Way or Habitat for Humanity or employee/student participation in their local churches or clubs.

As stated above, when the activities are intended to benefit Lamar State College-Port Arthur, they must be approved in advance by the Office of the President by submitting the ***Fundraising Project Request Form***. When an activity is not intended to benefit Lamar State College-Port Arthur, administrative approval is still required from the Office of the President.

Prohibited Activities

When a fundraising activity is not one that benefits the College directly or is not sanctioned by the College, members of the College community are prohibited from engaging in the following activities:

- Using home addresses from the College telephone directory to compile calling or mailing lists
- Using the Lamar State College-Port Arthur Alumni Directory to compile calling or mailing lists
- Using one's status as a Lamar State College-Port Arthur employee or student to secure a gift commitment
- Using "blast e-mails" on the campus internet system to solicit gifts

Reports of Private Philanthropy

The Office of the President will be responsible for compiling official donor records on all gifts. Therefore, all subsections or parts of the College shall report all gifts to the Office of the President, including bequests, deferred gifts, gifts-in-kind, gifts of land, stock gifts, and insurance policies, as well as checks and cash. These reports should be made in a timely fashion in accordance with these Policies and Procedures. (see ***Fundraising Procedures***)

Public Statements on Gifts to the College

The Office of the President will determine appropriate means of public recognition (i.e. press releases, Honor Roll of Donors, gifts of stewardship) for gifts to the College. Each applicant for fundraising may separately recognize their donors if they so desire, but must submit this information, along with the ***Fundraising Project Request Form***, to the Office of the President.

Ad Hoc Fundraising Committee

Ad Hoc Fundraising committee members come together on a periodic basis to review various fundraising activities, including: the Gulf Coast Gala, Discovery, athletics, etc. The members of this committee include the following:

- President
- Vice President for Student Services
- Director of Athletics
- Dean of Academic Programs

Fundraising Partners

The college partners with the following organizations in its development efforts. Each of these organizations enjoys tax exempt status under provisions of the Internal Revenue Code.

- Port Arthur Higher Education Foundation
- Port Arthur Historical Society
- Lamar State College-Port Arthur Alumni Association