

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Approval to Solicit External Funds**EFFECTIVE DATE:** March 1, 2004/Revised: May 3, 2005

The purpose of this policy is to coordinate college-wide the process of soliciting external funds from both private and governmental sources, in order to maximize both monetary and non-monetary support for the college. This policy also serves to ensure that solicitation of external funding will be coordinated from the perspective of the College as a whole so that all fund-raising activities support the College's mission and priorities. The President has ultimate control of the institution's fund-raising activities. The President has designated the Vice President for Institutional Advancement as the person responsible for implementation of all fund-raising policies and procedures. The President of the College must authorize any exceptions to this policy. (See also Southwest Policy No. 04:01:04:00/16 – Solicitation and Acceptance of Gifts.)

**1. Solicitation of External Funds**

In order to assist faculty and staff in the early stages of soliciting funding for projects and to avoid multiple contacts being made to the same potential donor, the Vice President for Institutional Advancement must approve all plans for proposal development and/or donor solicitation. Approval must be secured prior to preparation of any request for funding from an external funding source.

**2. Definition of Solicitations Covered by this Policy**

This policy applies to any plans to request funding other than requests to the state of Tennessee via the college budget submitted annually to the Tennessee Board of Regents (TBR) and the Tennessee Higher Education Commission (THEC), or any non-competitive entitlement awards to the College such as Federal Financial Aid from the U. S. Department of Education. Solicitations covered by this policy include, but are not limited to:

<b>Source of Policy:</b> <u>Institutional Advancement</u>	<b>Responsible Vice President for Administrator:</b> <u>Institutional Advancement</u>
<b>Related Policy:</b> <u>4:01:04:00/16</u>	<b>TBR Policy Reference:</b> <u>N/A</u>
<b>Approved:</b> _____	<b>TBR Policy Reference</b> <u>4:01:04:00</u>
<b>President</b>	<b>Date:</b> <u>May 3, 2005</u>

- a. Proposals to be submitted in response to funding availability notices from federal, state or local governments;
- b. Proposals to be submitted to private or quasi-private foundations; proposals to be submitted to businesses or corporations (including corporate foundations); and
- c. Requests to be made to individuals for private donations.

This policy covers requests for cash, in-kind contributions, and/or deferred giving via wills or bequests. All faculty and staff of the college must request approval to Solicit External Funds prior to preparation of any request to an external funding source.