

CPTC Procedure: Solicitations

All solicitations for money or gifts and all solicitation materials for Coastal Pines Technical College (CPTC), exclusive of the Coastal Pines Technical College Foundation, require prior approval of the President.

Anyone participating in an approved solicitation activity involving cash must follow procedures for accountability of funds as prescribed by the Vice President for Administrative Services. All solicitation materials must be coordinated with the CPTC Advancement Office.

Activities should not disrupt the normal operations of the College. The individual or group requesting solicitation approval must ensure that adequate staffing and security are available for all fund-raising events.

Student Organizations

All fundraising must be consistent with the organization purpose, CPTC policy, and state and federal laws. With prior permission, student organizations are allowed to organize and host fundraising activities and community service projects for the organization itself or to support registered non-profit organizations.

Student clubs or organizations that wish to solicit in-kind donations to benefit nonaffiliated nonprofit organizations or other groups are required to gain prior approval from the club advisor, Vice President for Student Affairs, and CPTC President.

Student clubs or organizations that wish to solicit money for any purpose must complete the "Fundraising and Solicitation Request Form for Student Organizations" and submit to appropriate College personnel for approval before beginning or promoting the activity. The following stipulations apply:

- Funds raised by student organizations shall be for the non-profit use of the sponsoring organization or for a registered charitable organization. No officer or member can ever receive monetary gain from the fundraising of the group. Revenue cannot be given or loaned under any circumstances to any person.
- All funds raised must be placed in the sponsoring organization's account maintained in the College's accounting system.
- Registered student organizations must keep accurate records of funds raised and spent, available upon request for inspection or audit. All prize winners should be recorded and maintained in the organization's financial records.
- When consistent with financial and event policies, a registered student organization may sell tickets for an organization sponsored event. See "Sale of Goods and Services."
- Organizations are encouraged to submit a service activity report to the Director of Institutional Advancement when donating funds or gifts to a registered charitable organization. The information in the report will be used to recognize the organization and track the type of community service activities sponsored by all student organizations.

Employees & Other Approved Groups

Employees and other groups desiring to raise funds, request in-kind donations, or write grants in conjunction with a foundation must complete the "Fundraising and Solicitation Request Form for Employees and Approved Groups" and submit to appropriate College personnel (see form) for approval before promoting the activity.

Sale of Goods and Services

Goods and services may not be sold on the main campus or any instructional site by faculty, staff, students or student organizations without prior approval by the President. Off-campus sales by faculty, staff, or student organizations conducted in the name of the College or using the CPTC logo must be approved by the President, as well. Requests must be submitted at least three working days prior to the requested date of the sale. Each request must include the proposed location, date(s) and time(s) for conducting the sale and the name of the staff/faculty member who will be responsible for overseeing the sale.

Proceeds resulting from the sales must be designated to support official activities of approved school organizations (such as raising funds to participate in professional competitions and sponsoring charitable projects) or other college-sponsored events, as approved by the President. Specifically prohibited is the reimbursement, financially or in-kind, for the time involved in preparing or conducting the sale by any employee or student. Reimbursement to offset the costs of ingredients used to prepare the item(s) for sale is authorized.

Sales on the main campus or any instructional site will be conducted in such a manner as to not interfere with the normal classroom schedule. For example, students will not be released from class to purchase items for sale. Upon completion of the sale, the responsible individual/organization will ensure that all college resources used to support the sale are clean and returned to their original location.

Responsibility

The Executive Director of College Advancement is responsible for ensuring this procedure is implemented.

Adopted: February 10, 2014

Reviewed: November 14, 2023