

## Mayland Community College Foundation

### FUNDRAISING POLICY

July 13, 2010  
December 9, 2014  
September 10, 2019

In its mission to support, strengthen and advance the work of Mayland Community College, the Mayland Community College Foundation shall strive to take full advantage of individual, corporate, governmental, church, societal, and foundational funding streams. The Mayland Community College Foundation shall maintain memberships to professional fundraising groups as appropriate.

The Foundation's fundraising efforts shall be guided by integrity and stewardship. The Foundation is committed to raising funds with honesty, truthfulness and the absolute obligation to safeguard the public trust. To that end, the Mayland Community College Foundation shall:

- Communicate the needs of Mayland Community College and its students and solicit funds based on those needs;
- Receive appropriate permission and releases from staff and/or students it involves in direct fund solicitation;
- Ensure that contributions are used in accordance with donor's intentions (SEE ALSO Gift Acceptance Policy);
- Make readily available basic information regarding programs, funding priorities and ways donors can assist its mission;
- Ensure timely, appropriate acknowledgement and stewardship of charitable contributions, including timely reporting on the use and management of funds;
- Ensure that donors receive informed and ethical advice about the value and tax implications of potential gifts;
- Adhere to the principle that all donor and prospect information created by or on behalf of the Foundation is the Foundation's property and shall not be transferred or utilized except on behalf of the Foundation;
- Keep constituent information confidential;
- Use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the American Institute of Certified Public Accountants, Government Auditing Standards issued by the Comptroller General of the United States and other professionally accepted rules and standards;
- Operate under the highest standards of ethical behaviors, adhere to the Association of Fundraising Professionals Code of Ethics and maintain an appropriate Conflict of Interest Policy for the Board of Directors and staff.

The Foundation's Executive Director shall approve any proposed fundraising plan before funds are solicited on behalf of the Foundation or Mayland Community College. College entities seeking to raise funds must follow procedures as outlined in Mayland Community College Board of Trustees Policy #3.009, Solicitation.

As a matter of policy, the Mayland Community College Foundation does not hire any third parties to solicit or strategize the solicitation of funds for the Foundation. Exceptions to this policy are based on special circumstances and are at the discretion and agreement of the Executive Director and the Governance Committee of the Foundation Board of Directors.