



<b>SUBJECT:</b>	Financial Affairs		
<b>POLICY:</b>	504.1 Fundraising and Gifts		
<b>PROCEDURE:</b>	504.1.1 Fundraising and Gifts		
<b>EFFECTIVE:</b>	November 2008	<b>REVISED:</b>	January 2024
		<b>REVIEWED:</b>	October 2024

**Introduction and Purpose**

The following guidelines are meant to give broad direction to Great Falls College MSU concerning designated institutional fundraising activities, exclusive of grants and/or contracts. These guidelines will provide a coordinated structure by which all solicitation efforts, whether they are monetary or in-kind, be appropriately initiated within the college’s high standard of community service and public confidence.

**Procedure**

**Fundraising Procedures**

1. All external fundraising proposals initiated by faculty, staff, students, and/or academic program must be coordinated with Great Falls College MSU CEO/Dean’s Office. In order to avoid an excessive number of solicitations in the name of Great Falls College MSU, it shall be the responsibility of the CEO/Dean’s Office to serve as the coordinating agency for all types of fundraising programs and for all solicitations of funds from private individuals, foundations, businesses, corporations, and organizations. Any written request to undertake an external fundraising program or to solicit contributions from private individuals, foundations, businesses, corporations, and organizations must first be reviewed through appropriate channels including the department chair and then the CEO/Dean, with the CEO/Dean reserving the prerogative to review all requests. External fundraising proposals will only be considered through the Great Falls College MSU Project Funding Application, available in the CEO/Dean’s Office.
2. External fundraising efforts by the Associated Students of Great Falls College MSU will be properly communicated to the Development Office well within advanced notice of the effort’s initiation to ensure it will not interfere with other campus philanthropic endeavors and/or solicit from the same private individual, foundation, business, corporation, or organization. If conflicting efforts are identified, the CEO/Dean’s Office will work with Associated Students of Great Falls College MSU to discover alternate means of fundraising.

**Gifts Procedures**

1. All private monetary donations in support of Great Falls College MSU programs, students, personnel, or scholarships are to be channeled through the CEO/Dean’s Office. All contributions are to be acknowledged by the CEO/Dean’s Office and contributors may designate where they want the CEO/Dean’s Office to direct the use of their gift.
2. Great Falls College Montana State University has a contractual agreement with the Montana State University Alumni Foundation for managing large gifts or gifts not intended to spend within the fiscal year. Discussion between the donor, the CEO/Dean and the Executive Director of Operations will determine if the gift remains at Great Falls College MSU or is transferred to the Foundation.

3. Any requests to donate equipment to Great Falls College MSU must be submitted to the Executive Director of Operations for review.

## **Library Donations & Awards**

1. Memorial, Honorarium and Other Cash Gifts

Individuals and organizations may donate funds for the purchase of library materials or services. In general, the application of such funds for specific items is done by the Library Director in consultation with the donor(s). The Library Director will determine the best use of funds donated for general use based on the specific needs and goals of the library at the time of donation. Items purchased through a monetary gift intended to honor an individual receive an appropriate bookplate and letters of notification to the recipient or the family and the donor(s). Records are maintained for all such gifts. Such funds will be accepted at the discretion of the Library Director. The library is not obligated to accept such gifts if the request of the donor(s) contradicts the mission of the library or collection development priorities. The library reserves the right to accept, reject or dispose of any gift at its discretion and in the same manner as purchased materials.

2. Grant Funds Allocated for Library Materials

Grant applications sometimes include provisions for the acquisition of information resources in support of a project. When such awards are made, arrangements will be made for the selection, acquisition, processing and necessary record keeping by the Library Director and the grant administrator(s).

3. Other Gifts or Endowments

Special endowments may be made on behalf of the library. When a specific purpose for the endowment is not part of the gift, the Library Director will determine the most appropriate use for the funds. If a specific purpose or subject support is part of the deed of gift or correspondence accompanying such monetary gifts, the Library Director will attempt to abide by the donor's wishes or to negotiate an acceptable substitute for the use of the funds. Under no circumstances is the college and/or the library obligated to accept an endowment or other monetary gift and to fulfill the intention of the donor. No gifts should be accepted on behalf of the library without prior consultation with the Library Director and the Dean/CEO of Great Falls College MSU.

4. Awards

Awards to individuals or departments sometimes include a provision for funding for library materials. In such instances, the Library Director, in consultation with the award recipient, will acquire appropriate materials to enhance the work of the individual or department and to enrich the holdings of the library.