



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Fundraising Procedure and Gift Policy
<i>AP Number:</i>	AP 1.18.01
<i>Adoption Date:</i>	5/6/03
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	10/27/09, 5/8/24
<i>Revision Date(s):</i>	10/27/09, 5/8/24
<i>Sponsoring Unit/Department:</i>	Chancellor
<i>Policy Title(s) & No(s).</i>	Receipt of Gifts, BP 1.18
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	Pimafoundation.org

PURPOSE

When College employees engage in donor cultivation and solicitation activities, they shall coordinate with the Pima Community College Foundation.

The President and CEO of the Pima Community College Foundation will develop and maintain comprehensive fundraising guidelines approved by the Foundation. College personnel will assist in fundraising, cultivation, and solicitation as managed by the President and CEO of the Foundation.

The Foundation is not responsible for student-run fundraising events, sponsored projects, or contractual grants. The Grants Resource Office coordinates sponsored projects and contractual grants.