

**POLICIES AND PROCEDURES**

Reference:	E-XXII	Effective Date	01/15/2021
Subject:	Fundraising and Soliciting		
Source:	President		
Approval Authority:	President	Approval Date	01/15/2021
History:	Previously effective 09/24/2015, replaced policy dated 09/11/2006		
Remarks:			

1. All fundraising for the benefit of and under the auspices of McLennan Community College (MCC) must be related to the purpose of the institution.
2. All fundraising efforts, other than soliciting by campus groups/organizations within the college to raise funds from non-governmental private sources, will be coordinated by the McLennan Community College Foundation. Any activity that involves soliciting by campus groups/organizations must be approved by the Vice President, Finance & Administration, or designee.
3. Fundraising initiatives should be aligned with the college's annual planning and evaluation process. The Executive Director of the MCC Foundation will review fundraising activities with the President to ensure that Foundation initiatives match college priorities.
4. Soliciting by employees or individuals or groups from off-campus for any reason--personal, business, or charity--shall not be permitted unless approval is obtained from the college president or the Executive Director of the MCC Foundation. These requests must be submitted to the Executive Director on the attached form.