

CCS Administrative Procedure

7.05.01-B Fundraising for CCS Purposes

Implementing Board Policy [7.05.01](#)

Contact: District Development Director, 434-5123

1.0 Purpose

To provide guidance in conducting fundraising activities for CCS programs, divisions, departments, clubs or teams. This includes, but is not limited to, events, raffles, individual asks and large-scale contacts (i.e. mailings and mass emails).

2.0 Limitations and Requirements

- 2.1 Fundraising for all CCS projects, programs, departments, divisions, clubs, teams or initiatives must be approved by the CCS Foundation.
- 2.2 Activities to support charities other than the Foundation may be allowed provided the activity is approved in advance by an institution's executive or his/her designee.

3.0 Fundraising Procedure

- 3.1 The CCS employee in charge of the fundraising activity must inform the Foundation of the fundraising activity a minimum of six (6) weeks prior to allow enough time to ensure the activity is legal and acceptable under CCS and Foundation policies, procedures and guidelines.
- 3.2 All activities must align with the mission of the Community Colleges of Spokane, as well as each College's priorities and initiatives. To ensure compliance, Foundation staff may offer suggestions to help make the effort a success.

4.0 Notification Process

- 4.1 Complete an "Intent to Apply" form online. The Foundation and Grants and Strategic Partnership departments will then determine where the management of this activity falls.
- 4.2 If the approved activity is to be managed by the Foundation, additional information may be required and a "Fundraising Activity Form" must be completed.
- 4.3 All requests will then be forwarded to the Foundation Advancement committee and the CCS Executive Leadership Team (Executive Cabinet) for final approval.

5.0 Management and Oversight

- 5.1 The CCS employee listed on the form is responsible for ensuring that all components of the fundraising activity are in compliance with all CCS and Foundation policies, procedures and guidelines. This includes being responsible for all monies spent and received, as well as any inventory purchased and sold.
- 5.2 The CCS employee will utilize the appropriate Foundation spending/receipting forms.
- 5.3 The CCS employee is also responsible for presenting an accurate accounting of the activity, including spending, donations and earnings, as directed by Foundation accounting.
- 5.4 All collected funds must be received by the Foundation within three (3) business days following the activity.

- 5.5 All checks must be made out to the CCS Foundation.
- 5.6 Any unused funds from the activity that have not been spent within two (2) years from the date of the activity will be deposited into the Foundation's unrestricted account, unless prior arrangements are made with the Foundation.
- 5.7 The CCS employee is responsible for ensuring that all activities and financial processes comply with federal, state and local regulations.
- 5.8 The Foundation has final approval on all materials used as part of the activity, to ensure appropriate use of tax benefit language.

6.0 Raffles

- 6.1 The CCS Foundation is only responsible for raffles that are actively managed by a Foundation staff member.
- 6.2 All raffles that are run by any CCS program, division, department, club or team that is not actively managed by a CCS Foundation staff member are the sole responsibility of that program, division, department, club or team and that entity must comply with all applicable federal, state and local regulations concerning raffles.
 - 6.2.1 Departments interested in running a raffle should contact CCS Foundation staff for guidelines on regulations and compliance.

7.0 Related Information

- 7.1 Chapter [42.52 RCW](#) – Ethics in Public Service
- 7.2 Washington State [Executive Ethics Board](#)
- 7.3 Washington State [Gambling Commission](#)