

This Policy applies to any and all members of Northern Oklahoma College, as well as to any other individuals or organizations who may represent themselves to be members of the College or who claim to be acting on behalf the College. This Policy does not apply to members of the College when they are engaged in fundraising activities for other organizations and/or when they have explicitly stated that their fundraising activities are unrelated to the College. This Policy also pertains to Northern Oklahoma College Foundation, Inc.

1. Definition of “College Fundraising” Activities

A College fundraising activity is one that employs the name, image or reputation of Northern Oklahoma College in an effort to secure financial contributions and also meets at least one of the following criteria:

- The activity claims to be for the benefit of Northern Oklahoma College and/or its students, employees, or programs;
- The activity does in fact benefit the College;
- Checks are made payable to Northern Oklahoma College Foundation, Inc. or Northern Oklahoma College;
- Donors expect a gift receipt for tax purposes or are promised a gift receipt; or
- The organization use of the Foundation’s taxpayer identification number or the Foundation’s federal identification number.

2. Process for Seeking Approval of Fundraising Activities

Request Form prior to start of any fundraising action beginning. To avoid duplication and proliferation, all Northern Oklahoma College faculty, staff, and student organizational fundraising shall be coordinated through the Office of Development and Community Relations. Any potential fundraising activities on behalf of a College program or initiative must first be formally communicated to the Vice President for Development and Community Relations. When seeking grant assistance, notify the Vice President for Development and Community Relations and follow procedures outlined by the Grants Oversight Committee. Upon approval, all fundraising activities will be reported to the NOC Executive Council by the development office.

3. Use of College or Foundation Name on All Fundraising Materials

Letters, brochures, clothing, and all materials to be used in fundraising campaigns must include the logo of Northern Oklahoma College and/or the Northern Oklahoma College Foundation, Inc. as outlined in the Graphic Standards Guide. All promotional materials for NOC fundraising efforts shall be approved by the Office of Development and Community Relations. Any materials designed by the college printshop shall not be executed until proper approval of Institutional Fundraising Activity Request is approved by the Office of Development and Community Relations. Once design is completed by print shop, it will be forwarded by the fundraising organizer to the development office for final approval. If outside vendor(s) is being used for fundraising products, designed elements must accompany Institutional Fundraising Activity Request form in order to seek approval.

4. Lists of Donors and Potential Donors

Northern Oklahoma College Foundation, Inc. will not share lists of donors or other constituents with individuals and organizations not affiliated with approved College fundraising activities. Lists may be provided to the fundraising coordinator working on approved fundraising projects. The College will honor the wishes of donors who request their giving to the College be anonymous.

5. Contributions to Northern Oklahoma College Foundation, Inc.

All private contributions are to be made directly to Northern Oklahoma College Foundation, Inc. and may be specifically designated to the College program of the donor's choice.

Northern Oklahoma College Foundation, Inc. is a non-profit corporation (Oklahoma) for support of NOC and has been granted 501(c)3 status. Contributions to the Northern Oklahoma College Foundation for scholarship programs and other uses related to NOC are tax deductible under IRS regulations. Some contributions may not be tax-deductible or only a portion of the contribution qualifies as a tax deduction. Contact the Foundation for clarification on all types of contributions to the College. The Northern Oklahoma College Foundation shall receive contributions, acknowledge receipt to the donor(s), and will credit contributions to accounts established for approved fundraising groups.

6. Processing of Gifts

Contributions submitted to the Foundation office must be received within 48 hours of cash received, not at the end of the approved fundraising period. Cash contributions must be accompanied by the original envelope in which they are received. The donor's name and address must be clearly written on the envelope. In cases where at-will contributions are made, or in any other case where the donor cannot be identified, such cash contributions will be classified as anonymous. All monies deposited must be verified and accompanied by a Contribution Deposit form filled out by the organization representative who is an approved signer on the foundation fund account. Credit Cards payments can be processed through the development office; up to a 5% merchant card processing fee will be assessed for each credit card payment processed.

At no point may an NOC employee set up any accounts outside the college or foundation or hold funds separately for any fundraising activity.

Receipts will be issued by the NOC Foundation only when a donor's gift has been given for a purpose consistent with the College's mission and when the donor has not retained any control over the gift's use or demanded goods or services in consideration for their gift. Any donation(s) contributed through approved crowdfunding site will not be receipted through the foundation, as an automatic receipt will be generated electronically through the crowdfunding site.

In conformity with IRS regulations, the NOC Foundation must process and record all gifts received by the College. This includes producing a written acknowledgement for any contribution of \$1.00 or more, less the value of any *quid pro quo* benefits received by the donor.

Contributions submitted to Northern Oklahoma College shall be deposited with the Northern Oklahoma College Bursar office into a properly designated account on the same banking day as received. (Title 62, Oklahoma State Statutes, Section 7.1, C, 1 2000 Supplement). If contributions are collected during a weekend or holiday, the monies must be kept in a secured environment and deposited with Northern Oklahoma College Bursar office on the ensuing working day.

7. **Disbursement of Designated Funds from the Foundation**

Funds given to the NOC Foundation, but designated for academic or other College programs, may be disbursed by a written request utilizing the NOC Foundation Purchase Requisition Order form. Costs associated with the fundraising campaign (i.e., banners, liability insurance, printing, postage, etc.) will be expensed from the fundraiser revenue generated.

8. **Prohibited Fundraising Activities**

Members of the college community are prohibited from engaging in the following tactics and activities for purposes of fundraising or soliciting funds.

- Using any crowdfunding site other than NOC Foundation approved *JustGiving*.
- Conducting lotteries or similar games of chance, which the State of Oklahoma defines as gambling. Such games would be 50/50 raffle, pick a square raffle, etc.
- Using one's status as a Northern Oklahoma College employee or student to secure a gift commitment unless, specifically authorized to do so.
- Using "mass" emails on the institution email system to solicit gifts unless specifically authorized to do so by the President or Vice President of Development and Community Relations.

NORTHERN OKLAHOMA COLLEGE FOUNDATION, INC.

By: Mark T. Dotson Date: 9-30-2022
Chair, NOCF Board of Trustees

NORTHERN OKLAHOMA COLLEGE

By: Janis Haendly Date: 10-12-2022
Chair, NOC Board of Regents

Created and approved NOCF Board of Trustees: July 29, 2014
Reviewed and amended: NOCF BOT August 3, 2022
Approved NOC Board of Regents: October 12, 2022