



# Fundraising Policy

## I. Purpose

The purpose of this policy is to establish clear guidelines for fundraising activities conducted under the auspices of the Bakersfield College Foundation (“Foundation”), the nonprofit auxiliary organization of Bakersfield College. This policy ensures that all fundraising is conducted ethically, legally, and in alignment with the mission of the College and the Foundation, while maintaining donor trust and compliance with applicable laws and regulations.

## II. Scope

This policy applies to:

- All fundraising initiatives coordinated or sponsored by the Foundation.
- Any College department, program, or affiliated campus group conducting fundraising on behalf of the College or Foundation.
- Collaborative fundraising between the College and external organizations.

## III. Guiding Principles

1. **Mission Alignment** – All fundraising activities must align with the Foundation and the College’s mission, strategic priorities, and the Foundation’s charitable purposes.
2. **Donor Intent** – Funds will be used strictly in accordance with the donor’s documented intent.
3. **Compliance** – All activities must comply with the California Education Code, Title 5 regulations, IRS 501(c)(3) requirements, and local, state, and federal laws.
4. **Ethical Standards** – The Foundation will adhere to the Donor Bill of Rights and the Association of Fundraising Professionals (AFP) Code of Ethical Standards.

## IV. Fundraising Authorization

- **Foundation Oversight** – All fundraising for funds held within the Foundation must be coordinated through the Foundation to ensure proper gift processing, receipting, and stewardship.



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- **Approval Process** – Departments or programs must submit a **Fundraising Proposal Form** to the Foundation for review and approval prior to beginning any fundraising activity. A Fundraising Proposal form must be submitted to the Foundation 30 days prior to fundraising activity.
- **Use of College Name and Logo** – All fundraising materials using the College or Foundation name, logo, or branding must be reviewed and approved by the Foundation.

## V. Handling of Funds

- **Deposits** – All charitable contributions must be deposited into a Foundation account, in compliance with nonprofit accounting standards.
- **Tax Receipts** – The Foundation is solely responsible for issuing IRS-compliant donation receipts.
- **Event Proceeds** – Proceeds from approved fundraising events must be submitted to the Foundation for deposit into the appropriate fund within 3 business days of activity.

## VI. Fundraising by Campus Programs

Campus Programs or Departments that wish to raise funds must:

1. Obtain prior approval from the Foundation.
2. Conduct fundraising in accordance with Foundation financial controls.
3. Deposit all charitable funds through the Foundation unless otherwise directed by law or regulation.
4. Raffles: The Foundation must be notified 60 days in advance of a raffle. The Foundation must file paperwork with the Department of Justice. Note: The price of participating in a raffle is never tax-deductible.
5. Donor Benefits: The Foundation must note the Fair Market Value of benefits a donor may receive as a result of their contribution.



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6. The Foundation has a fundraising platform that may be used by campus programs and departments.

## VII. Restricted and Unrestricted Gifts

- **Restricted Gifts** – Must be accompanied by documentation specifying the donor’s intent.
- **Unrestricted Gifts** – May be used for the College’s greatest needs, as determined by the Foundation and College leadership.

## VIII. Prohibited Activities

The Foundation will not participate in fundraising that:

- Is inconsistent with the mission or values of the College or Foundation.
- Creates a conflict of interest for the College or Foundation.
- Violates any applicable laws or regulations.

## IX. Stewardship and Reporting

The Foundation will:

- Provide donors with timely acknowledgments and receipts.
- Report annually to the Board of Directors and relevant stakeholders on fundraising results.
- Maintain accurate and confidential donor records.

## X. Policy Review

This policy will be reviewed at least every three years by the Foundation’s Board of Directors and updated as needed to reflect changes in law, best practices, or organizational priorities.

**Approved by the Board of Directors on: August 21, 2025**