

# The MSJC Foundation Fundraising Manual



How departments, programs and clubs at Mt. San Jacinto College can host fundraisers, request donations and accept donations.

# A Foreword from the MSJC Foundation

The MSJC Foundation is a nonprofit, tax-exempt 501(c)3 corporation that supports Mt. San Jacinto College through scholarships and grants that aid students, faculty and support services.

The MSJC Foundation hosts college events and collaborates with community partners on events and other efforts to raise funding to support student success.

Founded in 1983, the MSJC Foundation understands how to fundraise and how to accept donations on behalf of the college.

As such, the MSJC Foundation is here to help guide and support MSJC departments, programs and clubs in their efforts to raise funds and accept donations to benefit student success at the college.

When in doubt, please ask for the Foundation’s help.

For all MSJC-related fundraisers and donations, please contact the MSJC Foundation Office as your first step, and always include a vice president, dean, director, faculty member or staff in your communications with the Foundation.

**Foundation Office Phone:** (951) 639-3171 or Ext. 3171.

**Email:** [MSJCfoundation@msjc.edu](mailto:MSJCfoundation@msjc.edu) or [rorlauski@msjc.edu](mailto:rorlauski@msjc.edu)

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# Hosting a Fundraiser

So you want to host an MSJC fundraiser? Fantastic!

Here's an easy step-by-step on how to make that happen:

1. Talk to your VP/dean/director to receive initial buy-in.
2. Gather some essential information:
  - What Program/Department/Club will benefit?
  - The organizer of the fundraiser. Are they also the main contact?
  - What type of fundraiser are you looking to host? (Consider the potential donor audience in your decision)
  - Date & Time (if known)
  - Location (if known)
    - i. If you are requesting to hold a fundraiser at a restaurant or location off campus, you'll need the name of the vendor(s) and their location
3. Six to eight weeks before the fundraiser, fill out and submit the online [Fundraiser Request form](#) that provides essential information to the MSJC Foundation for review. The Foundation Office will then provide advice and next steps, including eventual approval or denial.
  - If approved, provide the Foundation any forms/documents and/or website information that has been requested
4. The Foundation Office will submit the necessary documentation and notify you of the vendor's response.

# Requesting Donations

Want to request donations on behalf of MSJC?

Here's an easy step-by-step on how to make that happen:

1. Talk to your VP/dean/director to receive initial buy-in.
2. Gather some essential information:
  - What Program/Department/Club will benefit?
  - Who is the main contact?
  - Why are donations being requested?
  - What kind of donation are you requesting (monetary or physical)?
    - i. How will they be used?
  - List of vendors you wish to solicit donations from
3. Six to eight weeks before the fundraiser, fill out and submit the online [Fundraiser Request form](#) that provides essential information to the MSJC Foundation for review. The Foundation Office will then provide advice and next steps, including eventual approval or denial.
4. If approved, provide the MSJC Foundation Office any forms/documents and/or website information that has been requested.
5. Upon approval, the Foundation Office will provide:
  - The list of vendors you may solicit
  - An editable template you can update and email to request donations
    - The final draft must be approved by the Foundation
  - If monetary donations will be received, procedures for accepting and turning over funds
  - If physical donations will be received, only donations that fall within the scope of the request may be accepted
  - A tracking sheet to log all donations received
    - The tracking sheet must be returned to the Foundation Office once the solicitation is completed

# Accepting Donations

## Monetary Donation

If you receive a monetary donation for MSJC, please follow these steps:

1. Notify your VP/dean/director and the Foundation Office.
  - Please make sure you include a note with information as to where the funds are to be deposited or any communication from the donor
  - Checks need to be payable to MSJC Foundation
2. Any funds you receive need to be immediately turned over to the Cashier and/or Business Office on either the Meniffee Valley or San Jacinto campus.

## Physical Donation

If you accept a physical donation for MSJC, please follow these steps:

1. Notify your VP/dean/director and the Foundation Office.
2. Provide the essential information:
  - Main contact
  - What is the donation being offered?
  - Is this a donation your Program/Department/Club can use and/or is needed?
  - NOTE: If you are contacted about a donation for another area, the MSJC Foundation Office will contact the appropriate person
3. The potential donor will be contacted. The Foundation Office will request that a Donation form be completed. If it is determined the donation can be used by a Program/Club/Organization, the request will be submitted to Executive Cabinet for approval.

**IMPORTANT NOTE:** Physical donations may not be brought onto campus prior to being approved by the Executive Cabinet.



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\* Last updated September 2020