

MSJC FOUNDATION

Fundraising & Donations Guide

A Guide for MSJC Faculty, Staff and Students

The Mt. San Jacinto College Foundation partners with the MSJC community to support fundraising, community partnerships and charitable giving that benefit our students, programs and College priorities.

Whether you are planning a fundraiser, requesting support from a business or community partner, or have been offered a donation, the Foundation is here to help.

The most important thing to remember: Contact the Foundation before beginning any fundraising or donation solicitation on behalf of MSJC.

START HERE

What Are You Trying to Do?

I want to hold a fundraiser.

This includes activities or events intended to raise money for an MSJC program, department, recognized student organization or other approved College purpose.

Start with: Planning a Fundraiser

I want to ask a business, organization or individual for a donation.

This includes requests for money, products, equipment, food, gift cards, services, sponsorships or other support.

Start with: Requesting Donations & Sponsorships

Someone has offered us money.

If an individual, business or organization would like to make a monetary contribution to support MSJC, the Foundation can help ensure the gift is received, designated and acknowledged appropriately.

Start with: Receiving Monetary Donations

Someone has offered us equipment, supplies or another item.

Donated property may need to be reviewed before it can be accepted or delivered to an MSJC campus.

Start with: Receiving In-Kind Donations

I'm not sure which process applies.

That's okay. Contact the MSJC Foundation before proceeding, and we will help determine the appropriate process.

WHEN IN DOUBT, CONTACT US FIRST

You do not need to know which College or Foundation approval applies. Contact the Foundation, and we will help determine the appropriate process and coordinate any additional review.

WHY WORK WITH THE FOUNDATION?

The Mt. San Jacinto College Foundation is an independent, nonprofit 501(c)(3) auxiliary organization established to support Mt. San Jacinto College and its students.

The Foundation works with faculty, staff, students, donors and community partners to:

- Coordinate charitable fundraising on behalf of MSJC;
- Receive and administer charitable contributions;
- Help connect donors with College priorities and opportunities;
- Provide appropriate donor acknowledgment and stewardship;
- Coordinate requests to businesses and community partners;
- Help ensure fundraising activities and donations comply with applicable College and Foundation requirements; and
- Reduce duplicate or competing requests to the same community partners.

Fundraising is relationship-building. A request made today may affect a donor's relationship with MSJC well beyond a single event, department or program. Coordinating through the Foundation helps MSJC approach our community partners thoughtfully and consistently.

1. PLANNING A FUNDRAISER

A fundraiser is an activity conducted to generate financial support for an approved MSJC purpose.

Examples may include:

- Restaurant or community partner fundraisers;
- Benefit events;
- Sales where proceeds benefit an MSJC program or activity;
- Donation drives with a fundraising component;
- Ticketed activities;
- Sponsorship-supported activities; or
- Other activities in which the MSJC name, programs or students are used to raise funds.

Before You Begin

Discuss the proposed fundraiser with the appropriate department, program or student organization leadership.

Recognized student organizations should work with their faculty or staff advisor.

Once you have support for the proposed activity, contact the Foundation and complete the **Fundraiser Request Form**.

The Executive Director of the MSJC Foundation approves fundraising activities conducted on behalf of the Foundation. Depending on the nature of the activity, additional College review or approval may also be required. The Foundation will help coordinate any additional requirements.

Contact the Foundation **before making commitments to vendors, soliciting sponsors or donors, advertising the fundraiser, signing agreements or collecting money.**

Whenever possible, submit your request at least **six to eight weeks before** the proposed fundraiser. More complex activities may require additional planning time.

Be Prepared to Provide

When submitting a fundraising request, you should have the following information available:

- Department, program or recognized student organization benefiting from the fundraiser;
- Name and contact information for the organizer;
- Purpose of the fundraiser and how proceeds will be used;

- Type of fundraising activity;
- Proposed date and time;
- Proposed location;
- Vendors or outside organizations involved;
- Anticipated sponsors or donors, if applicable;
- How funds are expected to be collected; and
- Any forms, agreements, webpages or other materials provided by an outside organization.

What Happens Next?

The Foundation will review the proposed activity.

The **Foundation Executive Director will approve the fundraiser** or work with the organizer to address any questions or necessary changes. If additional College review or approval is required, the Foundation will help coordinate the process.

Once approved, the Foundation will also confirm how proceeds should be collected or submitted and identify the appropriate Foundation fund or account to which proceeds will be credited.

Do not advertise, enter into an agreement, solicit donations or sponsors, or begin collecting funds until the fundraiser has been approved.

Raffles, Games and Similar Activities

Raffles and certain games or chance-based fundraising activities are subject to additional legal and administrative requirements.

Contact the Foundation before planning, advertising, selling tickets for or conducting a raffle or similar activity.

Approval of a general fundraising activity should not be interpreted as authorization to conduct a raffle or other chance-based activity unless it has been specifically reviewed and approved.

2. REQUESTING DONATIONS & SPONSORSHIPS

MSJC faculty, staff and recognized student organizations often have opportunities to engage businesses, organizations and individuals in supporting our students.

The Foundation wants to help make those requests successful while also coordinating MSJC's relationships with our community partners.

What Counts as a Donation Request?

Contact the Foundation before asking an outside individual or organization for:

- Money;
- Event sponsorships;
- Equipment;
- Supplies or materials;
- Gift cards or certificates;
- Food or beverages;
- Auction or raffle items;
- Professional or donated services;
- Promotional items; or
- Other goods or charitable support.

Before Contacting a Potential Donor

Provide the Foundation with:

- The purpose of the request;
- The program, department or recognized student organization that will benefit;
- What you would like to request;
- How the donation will be used;
- The businesses, organizations or individuals you would like to approach; and
- The anticipated timing of your solicitation.

The Foundation will review the request and help coordinate outreach.

This is especially important because a business or community partner may already support another MSJC program, Foundation initiative, scholarship, event or campaign.

Keeping the Foundation informed also helps reduce duplicate or competing requests and supports long-term relationships with MSJC's community partners.

Solicitation Materials & Branding

Letters, emails, flyers, webpages, sponsorship materials or other fundraising communications using the MSJC or MSJC Foundation name, logo or branding should be coordinated with and approved by the Foundation before distribution.

The Foundation can provide templates and help develop appropriate language for your request and will help coordinate any additional College review required for use of MSJC branding.

Do not make representations regarding the tax deductibility or tax treatment of a contribution. The Foundation will provide appropriate charitable gift information and acknowledgment.

Do not promise naming opportunities, donor recognition, sponsorship benefits or other benefits without prior approval.

Sponsorships

Sponsorships may be different from charitable donations because the sponsor may receive recognition, advertising, tickets, admission, meals, or other benefits in connection with their support.

The Foundation will help structure sponsorship opportunities, review proposed sponsor benefits, and determine the appropriate acknowledgment.

Do not independently promise or change sponsorship benefits without Foundation approval.

3. RECEIVING MONETARY DONATIONS

If someone would like to make a monetary donation to support an MSJC program, department, recognized student organization or approved initiative, contact the Foundation.

The Foundation can help ensure that the donor's intent is documented, and the contribution is directed to the appropriate Foundation fund.

Checks

Checks intended as charitable contributions should be made payable to:

Mt. San Jacinto College Foundation

Information identifying the program, fund or purpose the donor intends to support should accompany the contribution.

Donation checks should be submitted promptly to the **Cashier at any of MSJC's three campuses** for processing.

Please do not hold donation checks.

Cash

Cash donations should be submitted promptly to the **Cashier at any of MSJC's three campuses** and handled in accordance with established College and Foundation cash-handling procedures.

If you are planning a fundraiser that will involve collecting cash, contact the Foundation in advance so appropriate procedures can be established.

Online Donations

The Foundation can provide an appropriate online giving option when available.

If you would like to collect donations online for a particular program or initiative, contact the Foundation before creating or promoting a giving link.

Credit & Debit Card Payments

Contact the Foundation in advance if a fundraiser will accept credit or debit card payments.

Do not use personal or independently established payment-processing accounts for MSJC fundraising.

The Foundation will help identify the appropriate method for accepting electronic payments.

Independent Fundraising Accounts

Faculty, staff and students should not establish independent payment accounts, crowdfunding campaigns, peer-to-peer fundraising pages or other outside accounts using the MSJC name or for an MSJC purpose without prior approval.

4. RECEIVING IN-KIND DONATIONS

An **in-kind contribution** may include donated goods, equipment, materials or, in some circumstances, donated services.

Examples may include:

- Instructional equipment;
- Computers or technology;
- Tools;
- Furniture;
- Medical or laboratory equipment;

- Books or educational materials;
- Supplies;
- Vehicles;
- Food or event items;
- Professional or other services; and
- Other tangible property.

Not every offered item or service can or should be accepted. A donated item may create costs or responsibilities related to installation, maintenance, technology, licensing, storage, safety, accessibility, or eventual disposal.

The Foundation will determine how an offered in-kind contribution should be reviewed, documented, and acknowledged.

If Someone Offers You a Donation

Contact the Foundation before accepting the donation or arranging for equipment or property to be delivered to campus.

Be prepared to provide:

- Donor's name and contact information;
- Description of the item or service being offered;
- Intended MSJC recipient or program;
- How the donation would be used;
- Estimated value, if provided by the donor;
- Approximate age and condition, when applicable;
- Any known installation, maintenance or operating requirements; and
- Photographs, specifications or other information that may help evaluate the gift.

How In-Kind Donations Are Reviewed

The review and approval required for an in-kind donation will depend on the **type, value and potential impact of the gift**.

Routine, lower-value donations may require only a simplified review and documentation process.

Higher-value specialized or more complex donations may require additional review by appropriate College departments or leadership before acceptance.

Additional review may be necessary when a donation involves:

- Technology or network compatibility;
- Facilities or installation;

- Safety or regulatory requirements;
- Ongoing maintenance or operating costs;
- Storage or space requirements;
- Accessibility;
- Licensing or subscriptions;
- Transportation or delivery;
- Environmental or disposal requirements; or
- Other potential financial or operational obligations for the College.

The Foundation will help coordinate the appropriate review, so faculty, staff, students and donors do not need to determine the approval process themselves.

Do not arrange for donated equipment or other property to be delivered to campus until the Foundation confirms that the gift may be accepted.

Valuing & Acknowledging In-Kind Contributions

The donor is responsible for determining the value and tax treatment of donated property or services.

MSJC and the Foundation **do not assign or verify the tax-deductible value of donated property on behalf of a donor or provide tax advice.**

The Foundation will determine the appropriate acknowledgment for an accepted in-kind contribution.

5. AFTER A FUNDRAISER OR SOLICITATION

Fundraising does not end when the event or solicitation ends.

Good donor stewardship is an important part of building lasting relationships with the community.

After your fundraiser or solicitation:

- Promptly submit all funds according to the instructions provided;
- Keep an accurate record of businesses and individuals contacted and responses received;
- Maintain accurate information regarding donations and sponsorships secured;
- Provide requested solicitation and donor information to the Foundation;
- Provide the Foundation with information needed for donor acknowledgment;
- Submit any required final documentation;

- Let the Foundation know about significant donor interactions or follow-up opportunities; and
- Work with the Foundation to appropriately thank and recognize supporters.

Please do not issue your own charitable tax receipts or provide tax advice to donors.

The Foundation will provide official charitable acknowledgment when appropriate.

Programs and student organizations are encouraged to personally thank their supporters in addition to the Foundation's official acknowledgment.

Donor Information

Donor and prospective donor information should be handled appropriately and shared only as needed for authorized MSJC/Foundation fundraising, acknowledgment and stewardship activities.

6. QUICK GUIDE: DO & DON'T

DO

- Contact the Foundation early.
- Obtain appropriate department, program or advisor support.
- Complete the Fundraiser Request Form when planning a fundraiser.
- Allow sufficient time for review and approval.
- Wait for approval from the Foundation Executive Director before beginning a fundraiser.
- Coordinate donor and sponsor outreach with the Foundation.
- Use approved solicitation and fundraising materials.
- Keep accurate records of businesses and individuals contacted.
- Keep accurate records of donations and sponsorships received.
- Promptly submit cash and checks to a campus Cashier.
- Provide information needed to document in-kind gifts.
- Protect donor and prospective donor information.
- Thank donors and sponsors.
- Ask the Foundation when you are unsure.

DON'T

- Begin a fundraiser before it has been approved.
- Solicit businesses or community partners before coordinating with the Foundation.
- Advise a donor regarding the tax deductibility or tax treatment of a contribution.

- Promise naming rights, recognition, or sponsorship benefits without approval.
 - Sign contracts or agreements on behalf of the Foundation.
 - Create independent fundraising, crowdfunding, or payment accounts using the MSJC name.
 - Use a personal payment processing account to collect MSJC fundraising proceeds.
 - Hold donation checks or cash.
 - Assign or verify a tax value for donated goods.
 - Conduct a raffle or similar chance-based activity without specific review and approval.
 - Arrange for donated equipment or property to be delivered to campus before acceptance is confirmed.
 - Assume an offered donation can automatically be accepted.
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7. FREQUENTLY ASKED QUESTIONS

Do I need Foundation approval for every fundraiser?

Fundraising conducted on behalf of the Foundation must be approved by the **Executive Director of the MSJC Foundation** before the activity begins.

Start by obtaining support from the appropriate department, program or student organization leadership and submitting the Fundraiser Request Form to the Foundation.

Depending on the activity, additional College review or approval may be required. The Foundation will help coordinate those requirements.

Does every activity that raises money fall under this guide?

This guide applies to charitable fundraising, donations and sponsorships conducted on behalf of MSJC or using the MSJC name.

Some College or student activities may be governed by other College procedures. If you are unsure whether this guide applies, contact the Foundation. We will help identify the appropriate process.

Can I ask a local business to donate a gift card, food or other item?

Yes, but coordinate the request with the Foundation **before approaching the business**.

Other MSJC programs or initiatives may already have a relationship or pending request with that organization.

A business offered us something without being asked. Do I still need to contact the Foundation?

Yes. Contact the Foundation so we can determine the appropriate process for accepting and acknowledging the gift.

Depending on the type, value and potential impact of the donation, additional review may or may not be necessary.

Does every in-kind donation require the same approval process?

No. The level of review depends on the type, value and potential impact of the donation.

The Foundation will determine and coordinate the appropriate review.

Can a donor specify how their donation will be used?

In many cases, yes. Donors may designate gifts for an approved Foundation fund, program or charitable purpose.

The Foundation will work with the donor and College to ensure the intended use can be accepted and appropriately documented.

Can we create our own online fundraiser?

Do not create a crowdfunding campaign, payment account or online giving page for an MSJC purpose without first contacting the Foundation.

The Foundation can help identify an appropriate giving option.

Can I use Venmo, PayPal, Square or another payment service to collect donations?

Do not establish or use a personal or independent payment account to collect funds for an MSJC fundraiser.

Contact the Foundation in advance so we can determine the appropriate method for accepting electronic payments.

Can we hold a raffle?

Raffles and certain other chance-based activities are subject to additional requirements and must be specifically reviewed before proceeding.

Contact the Foundation **before planning, advertising or selling tickets for a raffle.**

Can we provide a donor with the Foundation's tax ID number?

Contact the Foundation when a donor needs charitable or tax documentation so we can provide the appropriate information and assist with the gift.

Can we tell a donor how much their donated item is worth?

No. The donor is responsible for determining the value and tax treatment of donated property.

The Foundation can acknowledge the item that was donated but does not determine its tax-deductible value for the donor.

Can we thank donors ourselves?

Absolutely. Personal thanks from students, faculty and programs can be especially meaningful.

The Foundation will coordinate the official charitable acknowledgment when appropriate.

What if I don't know whether something counts as fundraising?

Contact us. You do not need to determine the process yourself.

The Foundation will help determine what applies and coordinate any necessary review before commitments are made.

8. CONTACT THE MSJC FOUNDATION

We're Here to Help

The Foundation is a resource and partner for the MSJC community.

Before you fundraise, solicit a donation or accept a gift, contact us.

Mt. San Jacinto College Foundation

41888 Motor Car Parkway
Temecula, CA 92591

Phone: 951-639-5173

Email: msjcfoundation@msjc.edu

Online Resources

Visit the MSJC Foundation website for:

- Fundraiser Request Form;
- Donation and Foundation forms;
- Online giving;
- Scholarship information; and
- Foundation programs and initiatives.

OUR SHARED GOAL

Every fundraiser and every gift represents a relationship between MSJC and someone who believes in our students and our mission.

By coordinating our efforts, we can provide a consistent experience for our community partners, responsibly steward charitable support and build relationships that create opportunities for MSJC students for years to come.

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