

POLICY TITLE
Fundraising and Gift Acceptance

POLICY NUMBER
12-1001

Responsible Office: <i>Advancement/Development</i>	Effective Date: <i>06/11/2026</i>
Responsible Official: <i>Vice Chancellor for Advancement</i>	Last Reviewed Date: <i>04/02/2026</i>
Policy Classification: <i>Institutional Advancement</i>	Origination Date: <i>12/17/2007</i>

I. POLICY STATEMENT

Baton Rouge Community College (BRCC) recognizes the importance of private support in fulfilling its mission. This policy provides a unified framework for all fundraising and gift acceptance activities and ensures alignment with ethical, legal, and institutional standards. All fundraising must support the mission and strategic goals of BRCC and be coordinated through the Office of Development within the Division of Advancement.

II. POLICY RATIONALE AND SCOPE

This policy ensures the integrity, accountability, and effectiveness of fundraising practices and gift acceptance at BRCC. It applies to all fundraising activities conducted in the name of the College by employees, faculty, staff, students, volunteers, or contractors. It also governs activities coordinated with or on behalf of the BRCC Foundation.

III. POLICY AUDIENCE

This policy applies to all BRCC employees, faculty, staff, students, volunteers, contractors, and affiliated groups or persons engaging in fundraising on behalf of BRCC or the BRCC Foundation.

IV. POLICY COMPLIANCE

Violations of this policy may result in revocation of fundraising privileges and/or disciplinary action. Unauthorized fundraising or misuse of donor funds will be addressed through institutional disciplinary action.

V. POLICY DEFINITIONS

- **BRCC Foundation:** The nonprofit, affiliated organization authorized to receive and manage charitable gifts for the benefit of BRCC.
- **Donor Stewardship:** Activities and communications to acknowledge, recognize, and maintain relationships with donors.

- **Fundraising:** The solicitation of gifts, sponsorships, or grants for the benefit of BRCC or the BRCC Foundation.
- **Gift:** A voluntary, non-reciprocal transfer of funds or property to BRCC or its Foundation.
- **Gift-in-kind:** A donation of tangible or intangible goods or services instead of cash.

VI. POLICY IMPLEMENTATION PROCEDURES

The Office of Development, within the Division of Advancement, coordinates, approves, and oversees all fundraising activities for BRCC and the BRCC Foundation. No employee, faculty, staff, student, volunteer, or contractor may conduct fundraising without prior written approval from the Office of Development.

All fundraising personnel and volunteers must adhere to the Association of Fundraising Professionals (AFP) Code of Ethical Principles and Standards. Fundraising activities must comply with the Louisiana Code of Governmental Ethics (La. R.S. 42:1101 et seq.), LCTCS policies, and obtain prior approval for the use of the BRCC name, logo, or other brand identifiers from the Office of Development.

The BRCC Foundation operates under a formal affiliation agreement approved by the LCTCS Board of Supervisors. It functions under its own Board of Directors and maintains alignment with BRCC and LCTCS policies, particularly those concerning governance and transparency.

Gift Acceptance

The Vice Chancellor of Advancement and the BRCC Foundation Board have final authority on gift acceptance. Naming opportunities such as buildings, scholarships, or academic programs must be submitted by the Chancellor to the LCTCS System President for recommendation and final approval by the LCTCS Board of Supervisors. Major fundraising campaigns must receive written approval from the Vice Chancellor of Advancement. All fundraising events, raffles, and auctions must be reviewed and approved in advance.

BRCC may accept various types of gifts, including cash, checks, marketable securities, tangible personal property (gifts-in-kind), life insurance policies, annuities, bequests, and estate gifts. The College reserves the right to decline or renegotiate any gift that carries conditions inconsistent with BRCC's mission, values, or long-term interests.

Stewardship

The Office of Development will oversee all donor stewardship practices, including appropriate acknowledgment, recognition, and reporting. All gifts will be used and administered in accordance with donor intent.

Student organizations must obtain approval for fundraising through the Office of Student Life, which will coordinate with the Office of Development. Volunteer fundraising groups such as

advisory boards and friends groups must operate under a written agreement and with oversight from the Office of Development.

Raffles, games of chance, and auctions must be reviewed and approved in advance by the Office of Development and must comply with applicable Louisiana state laws. Auctions must clearly disclose tax deductibility and abide by legal and ethical standards. Non-cash gifts, such as in-kind donations, will be evaluated based on alignment with college priorities, relevance to the mission, and cost of ownership.

All fundraising communications must include BRCC's full name, address, and purpose of solicitation. Donor data will be managed securely in compliance with privacy laws. The BRCC Foundation will not rent, sell, or share donor lists with third parties. Any person or entity seeking to use BRCC branding for fundraising purposes must receive prior approval from the Office of Development.

VII. POLICY RELATED INFORMATION

[Association of Fundraising Professionals \(AFP\) Code of Ethical Principles](#)

[La. R.S. 42:1101](#) et seq

[LCTCS Policy 5.017: Policy on Foundations](#)

[LCTCS Policy 4.003: Naming of LCTCS Facilities](#)

[IRS Regulations on Charitable Giving](#)

[Louisiana Gaming Control Board - Raffles and Games of Chance](#)

VIII. POLICY EXCEPTION

None, unless formally approved in writing by the Chancellor and/or LCTCS Board of Supervisors.

IX. POLICY HISTORY AND REVIEW CYCLE

This is a new policy containing the combined content previously found in 12-1001: Fundraising and 12-1002: Gift Acceptance. This policy is to be reviewed and revised, as needed, within three years of the effective date to ensure compliance with laws, regulations, and best practices.

X. POLICY URL

This policy may be accessed on the [BRCC website](#).

XI. POLICY APPROVAL



Willie E. Smith, Sr., Ed.D.
Chancellor

06/11/2026

Date
Effective Date of Policy