

ADVANCEMENT OFFICE

PURPOSE

The purpose of this policy is to provide clear guidelines and procedures for the activities and operations of the Advancement Office, ensuring effective and strategic fundraising, alumni engagement, and donor stewardship.

POLICY STATEMENT

The Advancement office is the official unit of the College for fund raising from all sources. The Vice President for Advancement, or his or her assignee, is to be consulted before initiating or announcing any fund raising activities involving administrators, faculty, staff, alumni, friends, foundations, corporations, or other organizations, either within or outside the College.

The Development Office, through The Edison Foundation, will record all gifts and deposit all monies to assure donors that proper accounting and stewardship procedures are being maintained. All checks are to be made payable to The Edison Foundation.

Formal acknowledgment and receipting will be utilized to ensure recognition of the donor and that appropriate documentation is provided to the donor.

Edison State Community College's departments wishing to undertake private fund raising projects are to contact the Advancement Office for assistance.

PERSONS AFFECTED

All Edison State Community College stakeholders.