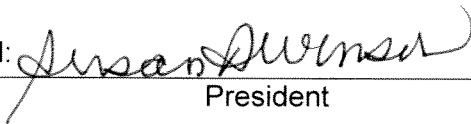


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title: EXTERNAL GIFTS AND GRANTS	Procedure Number: 10-3-105.1
Institutional Authority: President	
Associated SBTCE Policy/Procedure:	
Governing ATC Policy: 10-3-105	

Approved:   
President

Date Adopted: 07/01/2004  
Date Revised:

**Solicitation of Gifts**

The President or the Director of Resource Development shall authorize all fund-raising activities conducted by the College in general or any of its clubs or organizations in particular.

Fund-raising activities are considered to be, but not limited to, the following:

1. An event or activity where a charge is made to enter or participate (e.g., a basketball tournament, a concert) with the proceeds going to support the College or a College organization of its activities.
2. Sale of merchandise (such as candy, baked goods, flowers, etc.)
3. Requests for money, equipment, or supplies.
4. Contests requiring a fee to enter, the profits from which will go to support the organization or its activities.

Appropriate activities include any activity, which is consistent with the mission of the College, serves the mutual interest of the College and the donor, and maintains the moral and ethical standards set by the College.

Requests for approval to conduct a fund-raising activity shall complete a Request for Fund Raising Activity form which is available in the Office of Resource Development (attachment).

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
05/12/2013		