



Employees and Fundraising for Outside Organizations

Introduction

We encourage and are grateful to employees who support their communities as volunteers and help to serve the many nonprofits with which they are involved. However, employees are not permitted to solicit or raise funds directly from the campus community for other organizations without prior approval from Senior Staff working through the Vice President of Institutional Advancement who is charged with overseeing all fundraising activities for the College.

Scope

Employees who wish to raise funds from College constituents for organizations outside of Haverford.

Policy

Because Haverford is so small compared to its peers, we work hard to ensure that alumni, parents, friends, and students relate to the institution as a whole and to understand that their first and foremost fundamental philanthropic relationship with the College is through annual giving either through unrestricted or restricted support.

We actively seek gifts to Haverford annual giving as well as gifts to support programs, endowment and capital projects that bring College priorities to life. Because more than 50 percent of our operating budget goes to salaries and almost 20 percent to financial aid, gifts to current funds help us continue to sustain our unique Haverford community and its values. These gifts also help us eliminate barriers so that we may invite the very best students to join our community regardless of their ability to pay.

Accordingly, any fundraising on campus by employees that is not for annual giving or a College-designated priority as defined by the Board of Managers, requires the approval of Senior Staff working through the Vice President of Institutional Advancement. Direct solicitation of employees, alumni, parents, and friends of the College is not allowed.

At Haverford, there are existing avenues to support some other worthy charities. The Marilou Allen Office of Service & Community Collaboration supports several outside organizations including Philabundance, Oxfam, and St. John's Hospital. It also organizes fundraising for victims of natural disasters (ex. Hurricane Sandy, Haiti earthquake). In addition, the Athletic Department runs the annual Joe Schwartz '83 ALS Run.

Procedures

For any new potential fundraising project, the project must be approved by Senior Staff working through the Vice President of Institutional Advancement.

Please send an overview of the proposed project, and schedule time to meet with the Vice President or Assistant Vice President to discuss the request (contact the VPIA office through ckelly@haverford.edu).

There will be basic questions to answer about a proposed organization's programs, their audience, and effectiveness. Resources that are helpful in this regard include Charity Navigator, GuideStar, and The Foundation Center. The College's decision to approve or not approve the request will be based on several considerations including the organization's tax-exempt status and the Institutional Advancement staff verification of its purpose and programs through another source (not its own web site) such as Charity Navigator, Guidestar, or The Foundation Center.

If the application is approved, please note that the *College cannot accept checks or credit card donations on behalf of another organization, nor can students use their student bookstore/One Card account to make gifts to other charitable organizations.* The College cannot use its payment system accounts to process gifts to other organizations. The College cannot issue tax receipts for such donations. Any checks collected must be made payable to the organization, and all proceeds raised must be sent directly to the organization.

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*Sponsor: Ann West Figueredo '84, Vice President of Institutional Advancement
Contact the Office of Institutional Advancement with any questions.*