POLICY ON FUND RAISING FOR CHARITABLE ORGANIZATIONS

Date: 02/26/2013
Supersedes: None

I. PURPOSE

To establish guidelines for fundraising activities benefitting not-for-profit registered Charitable Organizations, associations and causes.

II. POLICY

It is the policy of New York Medical College to require prior written authorization by the Associate Vice President of Human Resources prior to any faculty or employee soliciting or undertaking a fund raising event for the benefit of a not-for-profit registered Charitable Organization, association or cause. Such event must also comply with all College policies and procedures. Nothing in this policy limits the ability of an individual to make personal contributions.

III. SCOPE

This policy applies to all faculty and employees of New York Medical College.

IV. DEFINITIONS

Fund raising – the solicitation or collection of money or property through donations, sales and/or event programming.

Charitable Organization – an entity recognized as exempt from federal income taxation under section 115 or section 501(c) (3) of the Internal Revenue Code, as amended.

Donations – gifts, grants and/or contributions of money or property given to a charitable organization without any expectation of or receipt of direct economic benefit or any other tangible compensation.

Event Sponsor – the faculty or employee responsible for obtaining the necessary documentation, regarding the solicitation or fundraising activity or event, complying with all College policies and procedures and ensuring that the Charitable Organization receives the event proceeds.

V. PROCEDURE

A. Event Sponsor contemplating a fund raising activity or event must:

1. Complete a Request Form from the Human Resources Department;
2. Attach to the Request Form the following documentation:
a. A Statement of Support on the Charitable Organization’s letterhead acknowledging that the solicitation or fund raising activity or event will be for its benefit and the expected date of the receipt of donations;

b. Proof from the Charitable Organization that it is tax-exempt under Internal Revenue Code 501(c)(3) through a certification or a copy of its tax-exempt determination letter. In the absence of this exemption, the Event Sponsor is responsible for the collection, reporting and payment of all applicable New York State Sales and Use Taxes.

c. Proof that the Charitable Organization is registered with the Secretary of State of the State of New York as a not-for-profit, charitable organization.

d. A detailed statement outlining the fund raising activity or event, including the manner, proposed time, place of the event and any request for support from the College, i.e. tables, banners, or official College t-shirts.

3. Once written approval has been obtained from the Associate Vice President of Human Resources, the Event Sponsor may post information on College bulletin boards and via the email system by using the “ANNOUNCEMENTS” distribution group.

4. Funds raised or property solicited should not be processed as gifts to the College; but should be made directly to the Charitable Organization.

VI. LIMITATIONS

Use of College resources for the following activities is prohibited under this Policy:

1. Fund raising on behalf of a for-profit business or organization;
2. Fund raising on behalf of or in opposition to any political issue, campaign and/or candidate;
3. Raffles;
4. Fund raising for departmental social activities;
5. Sale or distribution of items bearing the College’s logo or trademark.

VII. EFFECTIVE DATE

This policy shall be effective as of the date signed below.

VIII. POLICY MANAGEMENT

Event Sponsor – submit Request Form to Human Resources Department along with required documentation. Once approval is received, implement the fund raiser in accordance with this and other College policies and procedures.
Human Resources – provide advice and guidance to Event Sponsor with respect to the interpretation and administration of this policy.

Associate Vice President of Human Resources – review and if appropriate, approve request for fund raising event.

IX. RESPONSIBILITY

Responsible Officer: Senior Vice President for Finance and Chief Financial Officer

Responsible Executive: Associate Vice President of Human Resources

Responsible Office: Human Resources Department

Approved by:

Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and Chief Executive Officer

Date: 1/26/13