

Solano Community College Educational Foundation Fund Development Policy

Purpose of Fund Development Policy

The purpose of the Solano Community College Educational Foundation (the 'Foundation') policy on fund development is to:

1. Define, as broadly as possible, a set of guidelines for solicitation to maximize support for the College's funding priorities from foundations, businesses/corporations, and individuals.
2. Minimize duplication of effort.
3. Outline procedures for identification, cultivation, and solicitation of prospective donors.

All gifts and fundraising activities shall be conducted in accordance with applicable federal and state laws, Internal Revenue Code, and Foundation policies.

Role of the Foundation in Fund Development

The Foundation is the lead entity for fund development. It works cooperatively with other College individuals and groups related to fund development.

It is intended that all fund development activities be coordinated with the Foundation in order to achieve an overall set of activities that are non-duplicative and appropriately conducted. Such coordination will also facilitate the Foundation's assistance with those activities. Specifically, the Foundation's duties are to:

1. Facilitate the implementation of fund development policies.
2. Conduct a comprehensive, ongoing fundraising program.
3. Prioritize fundraising activities according to the fundraising priorities established by the College Superintendent/President and the Foundation Board.
4. Provide fundraising counsel to College staff and faculty. As time allows, assistance includes strategizing approaches to donors, discussing special events, preparing written funding proposals, and related services.
5. Provide financial accountability to the College, the donors, and the public. This includes receiving, acknowledging, banking, and accounting for gifts to the College; approving all expenditures of donations administered by the Foundation; as well as periodic reports to the College and to donors regarding the availability and use of funds.
- ~~6.~~ Ensure that funds are managed in accordance with the Foundation's Investment and Spending Policy.
7. Develop and administer a comprehensive donor recognition program.
8. Ensure that all gifts and fundraising activities uphold the integrity, mission, and academic independence of the College and the Foundation, and that no gift or donor agreement creates an actual or perceived conflict of interest or undue influence.

Endowed Funds Policy

An Endowed Fund is a perpetual fund where only the allocated earnings are distributed. The Foundation establishes and manages endowment funds to benefit the educational and teaching mission of the College. The minimum sum to establish a Named Endowed Fund is \$15,000; the minimum annual award amount is \$500. The fund may be named and the donor can specify how the funds will be used. The fund can be for scholarships, special projects, faculty grants or campus programs. The donor may establish the qualifications or guidelines for the fund's disbursement at the time the fund is established.

The annual payment is set by the Foundation Board of Directors. A distribution rate is calculated based on the average of the previous 36-month period. Endowments, their terms and conditions, and naming guidelines are subject to the policies and administrative guidelines established by College and the Foundation.

For endowed gifts under the \$15,000 minimum, an Accumulating Fund can be established. An Accumulating Fund is established with the intention of additional gifts being added within five years of receiving the initial gift to reach the \$15,000 minimum endowment. When the \$15,000 level is reached, the fund becomes an Endowment Fund as described above. Any Accumulating Funds that do not meet the minimum requirement of \$15,000 historical gift value by the end of the five-year period will be transferred to the Foundation Endowed Scholarship Fund, subject to donor intent and applicable law.

If it is found that all or part of the income from this fund is no longer needed for the purpose stated, then such gift may be used for other purposes as determined by the Board of Directors, giving special consideration to the interest as evidenced by the criteria of the fund.

Non-Endowed Funds Policy

Any amount of non-endowed funds can be allocated by the donor to support an existing fund. The minimum to establish a named non-endowed scholarship is \$1,000 which includes defining criteria. The minimum award amount is \$500. If it is found that all or part of the income from this fund is no longer needed for the purpose stated, then such gift may be used for other purposes as determined by the Board of Directors, giving special consideration to the interest as evidenced by the criteria of the fund.

For non-endowed scholarship accounts with balances less than \$250 and accounts that have had no activity for two years, the balances will be reallocated from temporarily restricted funds to unrestricted funds.

Naming Policy for Locations

It is the policy of the College that naming opportunities be available to recognize very significant monetary contributions to the College and the Foundation. Determination of specific naming opportunities will be made by the College Superintendent/President in consultation with the President of the Foundation, for example in the naming of new or existing College buildings. The target gift amount is 25% of actual or replacement construction cost.

The various types of recognition and levels of financial contribution between \$10,000 and \$3,000,000 consist of recognition plaques, which will be placed in appropriate locations to name parts of buildings, such as classrooms, labs, division offices, plazas, lounges, bookstore, cafeteria, and other similar types in recognition of the gift.

Solicitation Policy

The solicitation policy outlines procedures and protocol for the cultivation and solicitation of prospective donors in support of the people and programs of the College. Donor prospects can be an individual, a business/corporation, or a foundation. Approval by the Foundation is needed before a solicitation takes place. Approval from a Dean is needed to submit a request to the Foundation.

Fundraising Campaign

The Foundation Board of Directors set the fundraising campaign priorities. All fundraising campaigns must be pre-approved by the Foundation Director.

Publicity

Solicitation letters and packets need to be reviewed by the Foundation. All communication with the media regarding fundraising must be pre-approved by the Foundation. The Foundation will work with the Marketing and Communication Department on media related fundraising issues.

Donor Confidentiality

The Foundation shall respect the privacy of its donors and protect all donor information in accordance with applicable laws and Foundation policies. Donor information shall not be shared or disclosed without the donor's consent, except as required by law or for legitimate Foundation business purposes.

Approved at the Executive Committee meeting on April 14, 2026

Approved by the Board of Directors on April 28, 2026