

9.0 *Foundation*

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Lincoln Land	Subject:	Establishment/Purpose
Community College	Policy Number:	9.1
	Officer Responsible:	Executive Director, Foundation
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	6.1

Policy Statement: A foundation, known as the “Lincoln Land Community College Foundation” shall be established. Its purpose shall be to assist in increasing and enhancing the physical and cultural environment of the College; to broaden the educational opportunities and services for students, alumni, and citizens of the District; and to provide funds to implement scholarships and other educational purposes.

Lincoln Land	Subject:	Legal Authority
Community College	Policy Number:	9.2
	Officer Responsible:	Executive Director, Foundation
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	6.2

Policy Statement: The Foundation shall be a not-for-profit corporation, organized under the laws of the State of Illinois, and its purpose shall be wholly charitable and educational pursuant to Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended.

Lincoln Land	Subject:	Relationship to the College
Community College	Policy Number:	9.3
	Officer Responsible:	Executive Director, Foundation
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	6.3

Policy Statement: The relationship between the College Board of Trustees and the Foundation Board of Trustees shall be one of singular and mutually supportive purpose; however, they are two separate and legally distinct entities.

Lincoln Land	Subject:	Raising/Expenditure of Funds
Community College	Policy Number:	9.4
	Officer Responsible:	Executive Director, Foundation
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	6.4

Policy Statement: The Lincoln Land Community College Foundation, (“The Foundation”) is a general not-for-profit corporation pursuant to Illinois law and Section 501 (c)(3) of the Internal Revenue Code, created for the purpose of providing support for Lincoln Land Community College. The Foundation has principal responsibility for coordinating fundraising activities on behalf of Lincoln Land Community College.

The College Board of Trustees shall determine how Foundation resources are used in support of the College.

Lincoln Land	Subject:	Raising/Expenditure of Funds
Community College	Policy Number:	9.4
	Officer Responsible:	Executive Director, Foundation
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	8/21/13
PROCEDURE	Old Policy Number:	New Procedure

Procedure: In accordance with college policy, the following procedures will be used:

Purposes of procedures:

1. To provide education and guidance that will help prevent actions that could jeopardize the Lincoln Land Community College (LLCC) Foundation’s tax-exempt status.
2. To articulate the Foundation’s legal and fiduciary responsibilities for acknowledging and stewarding the gifts it receives.
3. To prevent duplicative requests to donors and to help avoid donor fatigue.
4. To support and protect LLCC employees and students and to ensure that donor intent is met.

These procedures shall apply to any and all members of the LLCC community, as well as to any other individuals or organizations who may represent themselves to be members of the College community or who claim to be acting on behalf of the College.

- The mission of the LLCC Foundation is to raise and receive charitable gifts, be responsible stewards of donors' gifts, and provide financial support to students and programs of Lincoln Land Community College, in order to help further the College's mission and vision.
- The LLCC Foundation must strive at all times to ensure that its policies and procedures are in compliance with applicable laws, rules and regulations in regard to the solicitation and acceptance of gifts. Any deviation from the Internal Revenue Code could result in fines and/or the loss of the LLCC Foundation's tax-exempt status.
- The LLCC Foundation is empowered to issue the official receipt that qualifies a donor's charitable contribution as deductible for tax purposes.
 - Student organizations, clubs and college entities are not authorized to provide a receipt for tax-deductible donations.

In addition to the LLCC Foundation, the following recognized entities are permitted to raise funds at LLCC:

- LLCC Athletics
- LLCC Student Clubs and Organizations

Note: LLCC Athletics and LLCC Student Clubs and Organizations work in partnership with the LLCC Foundation and have established procedures that must be followed for fundraising activities.

College departments and other College-related entities (other than LLCC Athletics or Student Clubs and Organizations) must partner with the LLCC Foundation or LLCC Student Clubs and Organizations on all fundraising projects.

Recognized College entities desiring to conduct solicitation activities must request approval as follows:

- Athletics: Approval must be requested through the Athletic Director.
- LLCC Student Clubs and Organizations: Approval must be requested through the Student Life Office. See the official Student Club and Organization Handbook for additional information and guidelines.
- Any recognized College entity wishing to conduct solicitation activities on or off-campus to benefit the College or a recognized student club/organization, must coordinate those activities with the LLCC Foundation prior to commencing the activities and/or any solicitation for support.
- The Foundation's employee fundraising campaigns to benefit LLCC and LLCC students, and the campaign administered through United Way of Central Illinois and sanctioned by the LLCC Board of Trustees to benefit 501(c)(3) organizations, are LLCC's only official, college-wide fundraising campaigns allowing the use of payroll deduction.

If an event/activity will be processing cash/checks/credit cards during the course of the event, LLCC's and/or LLCC Foundation's internal control procedures must be followed. For the proper safeguard of and accounting for these resources all individuals responsible for the cash/checks/credit cards must read and sign-off on the procedure form to evidence understanding of such procedures.

When an activity/event is not intended to benefit LLCC or the LLCC Foundation, the utmost care must be taken to make the distinction clear and not advertise or promote the impression that the activity is College-supported or an LLCC Foundation effort.

Employees may post sales information within their office area for groups and/or organizations with whom they are affiliated, provided that the supervisor approves and that the activity does not interfere with normal work responsibilities. Solicitation of any employee for organizational membership and/or funds or for the sale of items shall be prohibited except as specifically authorized by the unit head or another appropriate campus official.

Lincoln Land	Subject:	Recognition of Gifts/Donations
Community College	Policy Number:	9.5
	Officer Responsible:	Executive Director, Foundation
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	6.4.1

Policy Statement: Gifts/donations to the Foundation shall be acknowledged in writing for Internal Revenue Code, Section 501 (c) (3) purposes and shall receive recognition in accordance with established procedure.

Lincoln Land	Subject:	Development of Bylaws
Community College	Policy Number:	9.6
	Officer Responsible:	Executive Director, Foundation
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	6.5

Policy Statement: It shall be the responsibility of the Foundation to develop bylaws and to keep copies on file with the College.

Lincoln Land	Subject:	Establishment/Purpose
Community College	Policy Number:	9.7
	Officer Responsible:	Executive Director, Foundation
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/27/08
BOARD POLICY	Old Policy Number:	7.1

Policy Statement: An association, known as the “Lincoln Land Community College Alumni Association” (hereinafter “Association”) shall be established. Its purpose shall be to promote the welfare of the alumni and the College by serving the interests and needs of former students, present students, the College, and the communities that support them. The Association is recognized by the Lincoln Land Community College Board of Trustees as the sole entity authorized to represent the alumni of the College.

Lincoln Land	Subject:	Naming Opportunities
Community College	Policy Number:	9.8
	Officer Responsible:	Executive Director, Foundation
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	4/28/04
BOARD POLICY	Old Policy Number:	1.14

Policy Statement: The Lincoln Land Community College Board of Trustees shall approve the naming of all facilities and all other naming opportunities in accordance with established procedures.

Lincoln Land	Subject:	Naming Opportunities
Community College	Policy Number:	9.8
	Officer Responsible:	Executive Director, Foundation
	Last Reviewed:	1/25/13
	Last Revised:	1/25/13
ADMINISTRATIVE	Effective Date:	4/28/04
PROCEDURE	Old Policy Number:	1.14

Procedure: In accordance with College policy, the following procedures will be used.

GENERAL PROCEDURES

- All naming opportunities shall be approved by the Lincoln Land Community College (Board of Trustees (“College”) and the Lincoln Land Community College Foundation Board of Directors (“Foundation”).
- All gifts designated for the purpose of a naming opportunity shall be irrevocable.
- Gifts that are designated for the purpose of a naming opportunity through irrevocable deferred arrangements may qualify for naming, but shall not be recognized until funds are received.
- Gifts made through bequests which specify a naming opportunity will be reviewed on a case-by-case basis by the LLCC Foundation Board of Directors and the LLCC Board of Trustees.
- All naming opportunity gifts shall be subject to a written agreement between the donor(s) and the Foundation.

- All operational decisions regarding a named facility or program are at the sole discretion of Lincoln Land Community College and its administration.
- Exceptions to these guidelines must be approved by the LLCC Foundation Board of Directors and LLCC Board of Trustees.

MINIMUM REQUIREMENTS

1. A donor shall not qualify for naming a new facility unless at least 50% of the projected costs of constructing, equipping, and furnishing such facility has been paid from the donor's gift. Such costs may include land acquisition if the facility is not situated on property already owned by the College or Foundation.
2. A donor shall not qualify for naming an existing facility unless at least 50% of the original costs of constructing, equipping, and furnishing the existing facility has been paid from the donor's gift. Such costs may include land acquisition if the facility was not situated on property already owned by the College or Foundation.

OTHER NAMING OPPORTUNITIES

1. Individuals, business entities, and institutional entities may qualify for naming opportunities.
2. The College or Foundation may recommend the recognition of an individual(s), business or organization in circumstances where the minimum financial commitment set forth above has not been met, provided that the donor has demonstrated other significant contributions to the development of the College. The LLCC Foundation Board of Directors and the LLCC Board of Trustees will determine the appropriate recognition for these requests on a case-by-case basis.
3. In order to qualify for naming a particular program, a donor must establish an endowment sufficient to fund at least 75% of the program's annual operating budget, and the College and Foundation must commit to fund the balance of such operating budget. The donor, College and Foundation understand that if funding is not available to sustain a program it can be terminated. In the event the College or Foundation determine at some future time that it is no longer practical for the Fund to be used as specified herein, then the Foundation will contact the donor. The donor understands that the Foundation may devote the net income from the Fund to improve the quality of education in such manner as the College and Foundation may determine. Any such alternate application of income shall be as close as possible to the original purpose for which the Fund was established. In any such alternate application of income, the funding source shall be clearly identified as the named fund.

4. Gifts restricted for scholarships shall also qualify for specific naming opportunities in accordance with Foundation scholarship program guidelines.
5. Endowment funds may be named after the donor or the donor's designee. Endowments must adhere to the LLCC Foundation's endowment fund guidelines.

In-kind gifts may be recognized by the College and Foundation provided that such gifts shall be subject to appraisal by the donor and an appraisal by the LLCC Foundation if it is deemed necessary to evaluate its own position.

TERMINATION OF NAMING RIGHTS

1. Unless otherwise approved by the College and the Foundation, a company name on a facility or gift shall cease upon termination of the company's business, provided that the College and Foundation may approve a successor name for such facility or gift. A donor's request to remove his or her name (or a corporate or institutional name) shall be honored.
2. The College and Foundation reserve the right to remove any name in circumstances where the College and Foundation have determined that continuation of such name shall negatively impact the reputation of the College and the Foundation (e.g., as a consequence of illegal conduct on the part of the donor). In such circumstances gifted funds shall not be returned to the donor or any heirs or successors of the donor.

**Nothing shall prohibit a gift from remaining anonymous.*

Lincoln Land Community College	Subject: Policy Number: Officer Responsible: Last Reviewed: Last Revised: Effective Date:	Receiving Gifts and Donations 9.9 Executive Director, Foundation 4/22/09 4/22/09 2/24/98
BOARD POLICY	Old Policy Number:	4.1.13

Policy Statement: Contributions may be received by either the College or the Lincoln Land Community College Foundation; however, the Foundation shall have principal responsibility for coordinating fundraising activities on behalf of Lincoln Land Community College, in accordance with Policy 9.4.

Lincoln Land Community College	Subject: Policy Number: Officer Responsible: Last Reviewed: Last Revised: Effective Date:	Receiving Gifts and Donations 9.9 Executive Director, Foundation 7/23/09 7/23/09 11/01/02
ADMINISTRATIVE PROCEDURE	Old Policy Number:	4.1.13

Procedure: In accordance with College policy, the following procedures will be used.

When approached to accept a non-monetary gift(s), the following steps should be followed.

- Indicate that no gift shall be accepted prior to approval by the College President.
- Any gift accepted without prior approval will become the responsibility of the acceptor that shall include any cost associated with the disposal of such gift, and the district may not assign value to the gift.

Complete the Appropriate Form

- Provide the donor with a non-monetary gift form and request that the donor complete the 'Donor Section.'
- Department or divisions, which are to receive a donation, shall complete Lincoln Land Community College's section and submit the form to the College President.

Acceptance

- A letter of acceptance from the College President will indicate formal approval.