To: All Dona Ana Community College Staff and Faculty
From: Andrew J. Burke, Interim Campus President
Subject: Guidelines regarding fundraising and donations
Date: February 2014

The Office of Public Relations and Foundation is a great resource to help with planning events, and maintaining a high level of coordination with our external donors. Please follow this protocol regarding fundraising and acceptance of donations.

- Any fundraising activities need to be planned together with the DACC Development Office. This excludes student club fundraising events such as car washes, food sales, and other similar activities.
- By working together with the development office you can benefit from their knowledge of the local community as well as utilize proven ideas and strategies to make your event a success. The development office is one of the few offices qualified to use the DACC name and logo to market activities.
- DACC often requests food, gifts, and donations from corporations, businesses, industries, and civic organizations. Please work with the office to ensure a potential sponsor is not being inundated with requests.
- If a sponsor provides funding or in-kind donation they are eligible for a tax deduction. The development office has all the forms necessary to help the sponsor get the benefits they deserve for their generosity.
- There is a specific form for in kind donations. We will be glad to help you fill out the form.
- The development office is going to focus on fundraising for scholarships. Any ideas you have for scholarships, please share with them to come up with a concise plan.
- If you are approached by a potential donor please send the contact information to the development office so they can follow-up.

In conjunction with this protocol, employees organizing an event through external foundations must take care that the involvement does not constitute a conflict of interest or otherwise violate the NMSU Policy Manual. Please contact Eddie Binder 528-7070 or Kristi Martin 528-7059 for more information.