Guidelines regarding fundraising and donations:

The Office of College Communications & Development 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 developmental 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. The development office will be glad to help you fill out any forms.

- The development office focus is on fundraising for scholarships. Any ideas you have for scholarships please share them with the office so a concise plan can be developed.

- 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 the Office of College Communications & Development 575.528.7066