



Hartwick College Policy:  
Support for Charitable Organizations, Causes and Events External to Hartwick College

**(1) Community / Not-For-Profit Events**

As a not-for-profit organization accepting charitable funds from individuals, governments, foundations and corporations, Hartwick College generally does not provide financial support to other charitable organizations.

Hartwick College may choose to provide support for selected community events or efforts where doing so provides advertising value, where the charitable organization is closely linked to Hartwick College or provides a service (internships, applicants etc.) to Hartwick, or where staff or Hartwick College representatives attending the event have the opportunity to meet or interact with individuals capable of providing a significant mission-oriented service to Hartwick.

Hartwick College resources (financial, personnel, facilities, land, technology, and other resources) may not be used to support an external charitable event or cause without the advanced approval of the Vice President from the division from which the resources will be utilized. Any proposal put forth to a Vice President regarding support of a charitable event or cause must include evidence from a review of the charity to establish its legitimacy. The Vice President evaluating such proposed support must carefully consider societal or political issues that are, or might be, polarizing or controversial in nature.

**(2) Hartwick Faculty or Staff Efforts To Support an External Organization/Cause**

Faculty and staff members may raise money for external organizations. If such efforts involve the use of Hartwick College resources (human, facilities, land, intellectual property, and technology, including the College's e-mail system and web site), then faculty and staff must obtain advanced approval from their Vice President.

Faculty who planned fund-raising activities as part of a credit-bearing course must receive prior approval from the Provost/Vice President for Academic Affairs. This approval should be received before the course syllabus is finalized, and must be approved at least two weeks prior to the start of any fund-raising.

Faculty and staff may not describe (or imply that) the fundraising effort is sanctioned or endorsed by Hartwick College, without the approval of the Vice President

Faculty and staff also are encouraged to raise funds for Hartwick College, or Hartwick related entities, when possible, in which case, funds raised must be processed through the Office of College Advancement.

Where written or electronic solicitation or promotional materials are developed and utilized, the Office of College Advancement and the Office of Marketing and Communications must be consulted.

A proper accounting of gifts received and funds expended must be kept and submitted to the Vice President of the corresponding division.

Faculty and staff are strongly discouraged from holding large amounts of cash. Individuals raising money to support an external organization bear all responsibility for counting, safeguarding, stewarding and distributing funds.

The Hartwick College President (or Vice President as designated) has the ultimate authority to decide if the cause/associated campus communications/events reflect positively on the College, and will intervene in cases where causes/communications/events are deemed to reflect poorly on the College. The administration's authority in these matters is final.

### **(3) Hartwick Student Efforts To Support an External Organization / Cause**

Events or on-campus solicitations by students must be approved by The Vice President of Student Affairs or the Vice President's designee, in consultation with the Vice President of College Advancement.

Students or student groups may not describe (or imply that) the fundraising effort is sanctioned or endorsed by Hartwick College without the approval of the Vice President.

Students or student groups may promote the effort as approved by the Vice President of Student Affairs or the Vice President's designee.

Hartwick College Accounts or Financial Services will not be used to pay vendors or the selected charity/cause without written pre-approval by the Vice President of Student Affairs or the Vice President's designee.

Students or student groups are strongly discouraged from holding large amounts of cash. A proper accounting of gifts received and funds expended must be kept and submitted to the Vice President of Student Affairs or the Vice President's designee. Individual students who raise funds to support an external organization bear all responsibility for counting, safeguarding, stewarding and distributing funds.

Student fundraising activity must not compete with Hartwick College fundraising programs. Any student sponsored fundraising that is deemed harmful to Hartwick College, its fundraising efforts, or its alumni, parent, donor or public relations, must be stopped immediately upon the request of President or Vice President.

The Hartwick College President (or Vice President as designated) has the ultimate authority to decide if the cause/associated campus communications/events reflect positively on the College, and will intervene in cases where causes/communications/events are deemed to reflect poorly on the College. The Administration's authority in these matters is final.