

| Stakeholder Groups | | | | | | | | | | | | | | |
|---|-------|-----------|----------|--------------------|------------------|----------------|-----------------|---------------------------------------|----------------|------------------|-----------------|---------------|--|---|
| Template Key P - Propose A - Approve (moves to the next level) I - Provide Input D - Decide (final approval)--shade in box in red N - Notify | Board | President | Chair(s) | Applicable Dean(s) | Faculty Assembly | Select Faculty | Leadership Team | Appropriate Director(s) or Manager(s) | Staff Assembly | Student Assembly | Select Students | Supervisor(s) | Other (i.e. Legal Counsel, Third Party Contractor, etc.) | Notes |
| INSTITUTIONAL ADVANCEMENT | | | | | | | | | | | | | | |
| Development or Updating of Fundraising Policies (non endowment) | | D | | | | | A | I | | | | P | I* | Polices are updated in the CCS Policy database for all stakeholders to see. The Appropriate Deans and members of the Leadership Team can determine what updates need to be shared directly and/or refer to the CCS Policy database. |
| Development or Updating of Fundraising Policies (endowment) | D | A | | | | I* | A | | | | | P | I* | Polices are updated in the CCS Policy database for all stakeholders to see. The Appropriate Deans and members of the Leadership Team can determine what updates need to be shared directly and/or refer to the CCS Policy database. |
| Review of Gift Agreements (prior to donor review) | | D | I* | I* | | I* | | A | | | | P | I* | IRS Guidelines, Audit, and other determine the wording in a gift agreement. It is very important to not review a gift agreement with a potential donor prior to involving IA. Depending on the specific agreement, there will be other signatories other than the President (i.e. VP for Institutional Advancment). |
| Submission of Grant Proposals | | D | A* | A* | | A* | | P | | | | | I* | A grant submission must be dicussed with IA as they are they are responsible for submitting grant applications and involving the President, Provosot and others as necessary for the final decisions. IA can assist with determining who should be consulted/involved (starting w/immediate supervisors) before any new submissions are considered. |
| Publicizing and/or Recognition of Gifts | | D* | I*/A* | I*/A* | | I*/A* | I* | I*/A* | | | | P | I* | IA/Marketing would be the areas to "propose" recognition based on CCS strategy (not the donor's) and determine what is appropriate based on many factors but all decisions must be rooted in strategy as to "why" there should be recognition. |
| Solicitation of Alumni Council or Board Members | D | D/A | | | | | | D/P | | | | | | Gift requests (for in-kind, cash and related) should be disussed with IA in advance to ensure that we are respecting the individual's preferences about soliciations, not duplicating efforts, FERPA and more. The Board Chair or Council President would approve/decide any final communications with members in conslutation with IA. However, one:one gift converstions not tied to direct marketing efforts would be approved/decided by the VP for IA and the CCS President. |
| Acceptance of Gifts In Kind | | | I*/P* | I*/P* | | I*/P* | | D/P | | | I*/P* | I*/P* | I* | IA can support this process with appropriate acknowledgement, coordination of resources to secure the gift in kind, etc. Ultimately, IA will decide if the College is accepting the GIK to ensure that we are complying with IRS guidelines but will do so in collaboration with internal stakeholders. |
| Receipting/Acknowledgement of donations | | | | | | | | D | | | | | | All gift acknowledgements are created by IA. If an acknowledgement receipt is outside of the routine letters, a member of the IA team will consult with Business Services (and Auditors if necessary), and others. NO receipting or acknowledgement of donations should occur without first engaging IA (i.e. the Food Pantry has receipt forms that Student Affairs can use for these specific donations as needed). |

Notes:
**indicates as needed/applicable*
Please shade any D boxes in **red** for ease in identifying the final decision owner.