



Policy Owner: Gwinnett Tech Foundation	Number: GTFPPP-04-03	Revised:
Responsible Party: Executive Director	Effective Date:	

**Gwinnett Tech Foundation**  
**Policies and Procedures**  
**Coordinated Appeals and Approaches Policy**

It shall be the responsibility of the Gwinnett Tech Foundation, in consultation with the Gwinnett Technical College President, to serve as the coordinating agency for all types of fund-raising programs and for all solicitation of funds (over \$100) from private individuals, foundations, businesses, corporations, organizations, and governmental entity in order to avoid an excessive number of solicitations in the name of Gwinnett Technical College.

Any request from a Gwinnett Tech employee, department, group or student to undertake a fund-raising program, or to solicit contributions from individuals, private foundations, businesses, corporations, governmental entity, and organizations should be reviewed first and conducted in partnership with the Gwinnett Technical College Institutional Advancement Division and the Gwinnett Tech Foundation.

Programs to be coordinated through the Gwinnet Tech Foundation include:

- Plans to raise private or public funds for any regular activities conducted by Gwinnett Technical College.
- Establishing an associates, friends or membership program designated to solicit financial support.
- Special fundraising to support particular scholarships, memorial funds, aid programs, endowed chairs, grants, program support, etc.