

Birmingham-Southern College

Title: Management of Athletic Foundation Policy

Policy Abstract: It is the responsibility of the College and the Athletic Department to ensure the Athletic Foundation is managed in accordance with institutional fundraising protocols as established by the President, in conjunction with the Vice President for Institutional Advancement.

Responsible Offices: Athletics Department, Finance Office, Institutional Advancement

Officials: Athletics Director, Vice President for Institutional Advancement, Vice President for Finance and Chief Financial Officer

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Applies to: Athletics Department

Effective Date: May 7, 2014

Introduction/Background

Birmingham-Southern College and its Athletics Department have a long history of success in academics and athletics. In order to contribute to the long-term goals of the College, the Athletic Department shall be authorized to engage in fundraising activities as the Athletic Foundation, which is a non-legal entity. Funds raised by The Athletic Foundation shall be used to cover expenses such as athletic facilities maintenance, team supplies and equipment, championship awards, and special events. The Athletic Director is the budget administrator of the Athletic Foundation, maintaining the budget in conjunction with the Office of Institutional Advancement and the Finance Office.

Purpose

The policy and procedures ensure that the funds of the Athletic Foundation are managed effectively and all Foundation activities are aligned with the mission and goals of the institution. Additionally, communication with the Office of Institutional Advancement regarding the type of fundraising events, the timing of such events, and the targeted audience ensures that all institutional fundraising is coordinated, managed, and executed in a manner that best supports the interests of the College.

Applicable Regulations

SACSCOC Comprehensive Standards 3.2.11 (Control of intercollegiate athletics) and 3.2.12 (Fund-raising activities)

Policy Statement

The Athletic Foundation is to be managed on a day-to-day basis by the Athletics Director. The Athletics Director must seek written approval from the Office of Institutional Advancement regarding the internal coordination of Athletics fundraising activities.

Details

Organizational Structure

Institutional fundraising is the responsibility of the President, who has assigned fundraising oversight of the Athletic Foundation to the Vice President for Institutional Advancement, budgeting oversight of the Foundation to the CFO, and day-to-day management of the Foundation to the Athletics Director.

Fundraising

The Athletics Director must seek prior approval from the Vice President for Institutional Advancement for all fundraising activities. A fundraising activity is defined as any event in which fundraising will be a component, any cultivation event in which there is a cost to attend, any individual solicitation over \$1000, any group solicitation of any size, and any solicitations of businesses, corporations, or foundations. If an event is defined as a fundraising activity, the Athletic Director must receive written approval from the Vice President for Institutional Advancement through the use of the Protocol for Internal Coordination of Athletics Fundraising Activity Form.

Contribution Recording

When the Foundation receives a donation either through a fundraising event or solicitation, the Foundation must follow the Contribution Recording Policy of the Finance Office and the Office of Institutional Advancement. Once funds are accounted for within the system, they can be accessed and monitored by the Finance Office.

Budgeting of Funds

During the budgeting process for each new fiscal year, the Athletics Director will, in conjunction with the CFO, allocate Foundation funds congruent with necessity for the upcoming fiscal year. Funds are to be spent by the Athletics Director according to line items. Any changes to the line items throughout the fiscal year must be approved through the Finance Office.

Definitions

SACSCOC – Southern Association of Colleges and Schools Commission on Colleges

References

Internal Coordination of Athletics Activity Form; Contribution Recording Policy