

How to Fundraise for Cabrillo College

The Cabrillo College Foundation appreciates the efforts of faculty, staff and managers in raising funds for Cabrillo College. It's often the extra private gift support that can make the difference in worthy programs. Cabrillo College's faculty and staff are important ambassadors to the Cabrillo College Foundation.

Private Gift Fundraising through the Cabrillo College Foundation

The Cabrillo College Trustees policy states that the Cabrillo College Foundation is the private gift fundraising entity for Cabrillo College. These policies apply to all faculty, staff and students of Cabrillo College. It's important to coordinate all of our efforts through the Foundation to:

- Avoid conflict and duplication of efforts in the fundraising programs;
- Best meet the needs of the donor;
- Provide continuity for understanding of and support for funding needs;
- Ensure that all gifts are properly acknowledged; and
- Ensure that accurate records of all gifts are maintained.

Types of Fundraising Activities Exempt from Foundation Approval

Group Activity Fundraisers

When the value of the services received meets or exceeds the amount paid, it is not a tax deductible gift. Art and craft sales, program ads, advertising banners, ticket sales, raffle tickets, T-shirts, video sales, car washes, singing grams, bake sales, plant sales, and other group events are not under the direction of the Cabrillo College Foundation because the benefit received meets or exceeds the payment; this is not a tax deductible gift. These fundraising projects or events are overseen by and approved by the Deans. If the donation is tax deductible, then it should be made payable to the Cabrillo College Foundation.

Note: The price of participating in a raffle is never tax deductible.

Types of Fundraising Activities Requiring Foundation Approval

Soliciting Donations

Direct contribution requests to individuals, corporations, foundations, and associations including corporate or business sponsorships, must be approved by the Cabrillo College Foundation.

Fundraising Events

Events which generate tax deductible donations must be approved by the Cabrillo College Foundation.

Fundraising Policies

Approval Procedures

If your fundraiser requires the approval of the Cabrillo College Foundation, complete the Cabrillo College Fundraising Approval Form. You can obtain a Fundraising Approval Form from the Cabrillo College Foundation office or from the foundation website.

Use College or Foundation Name on all Fundraising Materials

Letters, brochures, and all materials to be used in fundraising campaigns should include the Cabrillo College logo. All promotional materials for fundraising efforts shall be approved by the Cabrillo College Foundation to ensure that we are in compliance with IRS regulations and college standards.

Contributions to the Cabrillo College Foundation

All private tax deductible contributions are to be made directly to the Cabrillo College Foundation and maybe specifically designated to the college program of the donor's choice. Donations made through the Cabrillo College Foundation need to be made payable to the "Cabrillo College Foundation." Types of contributions may be in the form of cash gifts; securities transferred, gifts in kind, or planned gifts.

Tax Deductible Gifts

The Cabrillo College Foundation is a nonprofit corporation for support of Cabrillo College and has been granted 501(C) (3) status. Contributions to the Cabrillo College Foundation for scholarship programs and other uses related to Cabrillo College are tax deductible under IRS regulations. Some contributions may not be tax deductible or only a portion of the contribution qualifies as a tax deduction. Contact the Cabrillo College Foundation for clarification on all types of contributions to the college.

Donor Acknowledgment

Private contributions will be tracked by the donor name and receipts in the form of a thank you letter sent to the contributor. Donations restricted for a department or project should be labeled as such on the memo portion of the check. The Cabrillo College Foundation shall receive contributions, acknowledge receipt to the donor(s), and will credit contributions to accounts established for approved fundraising groups.

For Additional Information

For additional information or clarification, please contact Melinda Silverstein, Executive Director of the Cabrillo College Foundation at 831-479-6338 or mesilver@cabrillo.edu.