

**Title: Community Affairs -- University Support of the Local Community**

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## **Introduction**

As an important member of the local business and social community, and as a major user of services provided by, or available within that community, the University encourages the support of various civic, religious, cultural, and other nonprofit groups and organizations in the local area. Toward this end, members of the Boston College community donate their time; the University's facilities are often opened to the local community; and scholarships and other forms of financial support are allocated in support of the community, including the purchase of goods or services (e.g., advertisements in programs or brochures; chances on a drawing; tickets to a local function).

As with any large business, the University is continually solicited for cash donations and other forms of support by both reputable fund raisers, and those that merely represent themselves to be fund raisers. In the past, even those who are legitimately representing the interests of a local group have canvassed offices and departments as independent entities, not as part of a solicitation directed to the University as a whole. Past practices have often resulted in multiple or duplicate gifts to certain organizations, in gifts to those merely representing themselves to be legitimate fund raisers and, in many instances, to a major dilution of the actual gift as a result of the fund raiser's commission.

This policy and procedure has been established to provide a more orderly procedure for handling support requests directed to individual offices and departments -- assuring the legitimacy of those requests, providing support under terms and conditions that are in compliance with all state and federal regulations, and thus maximizing the effectiveness and value of actual support provided by the University in the future.

This policy and procedure covers support provided for groups and organizations outside of the Boston College community. It does not include the support that is provided by the University, and the various offices and departments of the University, for those groups and organizations that are affiliated with Boston College.

Any request for support that involves the use of University facilities by an outside group should be referred to the Bureau of Conferences (see 5-330-001, Bureau of Conferences -- Function Policy).

## **General Policy**

The Office of Community Affairs will have overall responsibility for coordinating and monitoring the level of financial support provided to the local community by the University. As a general policy, no commitment for community support is to be made by any member of the University community until the request for support can be reviewed by the Office of Community Affairs. The commitment for support includes, but is not limited to, advertising, general donations, contributions, and the purchase of products of a fund raising nature. Professional and award dinners and memorials are not included under this policy.

Persons soliciting the University's support for a local group or organization should be referred to the Office of Community Affairs. This will not negate the right of any officer, dean, director, or department chairperson to recommend to the Office of Community Affairs the allocation of budgeted funds under his or her control to a specific request for support. In such cases, the sponsor's recommendation will suffice so long as a review of the proposed allocation establishes the propriety of the intended support, and the authenticity of the solicitor.

Whenever requests for support are referred directly to the Office of Community Affairs, or support has been recommended from within the University, but funding is not available from an existing departmental or vice presidential budget, the request must have the recommendation of the Director of the Office of Community Affairs, and must be approved by the Executive Vice President.

It will be the further responsibility of the Office of Community Affairs to maintain a permanent record of the type and level of support provided to the community by the University, and to report on that activity annually.

### **Procedure**

All expenditures in support of the local community that fall within the scope of this policy are to be processed by the Office of Community Affairs.

The officer, dean, director, or department chairperson wishing to expend budgeted funds for community support is to prepare a brief explanation of the expenditure and forward it for approval, along with any related or required documentation, to the Office of Community Affairs. When notified by the Office of Community Affairs that an expenditure has been approved, the requester will be asked to process a UBUY temporary transfer of funds from the appropriate departmental budget account to a specified account in the operating budget of the Office of Community Affairs, and the Office of Community Affairs will process the required transaction to effect the expenditure.

Unfunded requests for community support can be of two types -- requests initially referred to the Office of Community Affairs for consideration without the sponsorship of a member of the Boston College community, and those that are sponsored. A sponsored request will require a memo from the sponsor indicating why he or she believes that the request deserves consideration. All unfunded requests that are recommended for approval by the Office of Community Affairs will be forwarded to the Executive Vice President for review. For each approved request, the Executive Vice President will transfer the required funds to the appropriate account in the operating budget of the Office of Community Affairs, and that office will process the required transaction to effect the expenditure.

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