



Southwestern College Foundation Vendor Solicitation Policy

Purpose

To ensure that charitable solicitation of donations from existing or potential Southwestern College vendors are processed professionally, efficiently, and ethically.

Policy

In order to support fundraising efforts, Southwestern College Foundation is committed to establishing and sustaining partnerships/relationships with college vendors, in compliance with federal and state laws and Southwestern College policies.

While it can be common for a college vendor to support Southwestern College Foundation fundraising activities it is important to note that the Foundation's approach to such solicitations is defined by the belief that it would be inappropriate and unethical for a philanthropic relationship to guide or alter business decisions by the College. A gift from a college vendor (existing or potential) does not guarantee a business relationship with the college and the refusal from a college vendor (existing or potential) to make a gift to the Foundation does not preclude the vendor from participating in future college business.

Implementation/Guidelines

In order to promote best practices, the following guidelines should be followed with respect to each Vendor solicitation by the Foundation:

1. In consideration of conflict of interest issues, solicitation appeals to Southwestern College vendors (existing or potential) will be made in the spirit of philanthropy with no overt or implied promise of future business or threat of withdrawal of business with the College;
2. Solicitations should be made, to the extent possible, to all or most businesses in the community and not only to vendors (existing or potential) serving the College;
3. Solicitations to vendors (existing or potential) should not be made during the bidding process with the College or immediately following a contract award;
4. Vendor donations should be in the form of a charitable cash or in-kind contribution, never by affecting the terms of a separate fair market value contract with the College;
5. If there is ever any doubt about the appropriateness of the solicitation, err on the side of caution and do not ask for the contribution.

Responsibility

President of Southwestern College Foundation, President of Southwestern College, SWC Vice President of Business and Finance, Chair of Southwestern College Fundraising Committee, Executive Director of Southwestern College Foundation are responsible for administering vendor solicitations.