



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: USE OF FUNDS FOR CHARITABLE PURPOSES AND COMMUNITY RELATIONS	Code: BB0701
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Policy Reference: B0101

MATC is a public tax-exempt institution, categorized as a local government with taxing authority. As such, the use of MATC public funds is restricted. For purposes of this Administrative Regulation and Procedure, public funds refers to all revenue received by MATC through appropriations, local tax revenue, tuition and other student fees, grants, ticket sales from athletic, cultural or other events sponsored by the college and investment income or any other income source.

Scope

This procedure does not apply to restricted and unrestricted gifts or other funds received by the MATC Foundation, Inc.

Authority:

The WTCS Financial & Administrative Manual states:

While s. 38.14(4) states., specifically authorizes district boards to accept gifts, grants and bequests, there is no comparable statutory authority for district boards to gift or donate districts' cash and/or property to any individual or entity. This includes governmental units, educational institutions and charitable organizations.

Use of Funds

- The use of funds to pay for a political contribution or political sponsorship of any kind is prohibited.
- Members of the MATC community are also prohibited from using MATC public funds to fundraise on behalf of any for profit business or organization, foreign corporation or political candidate for office. As an educational institution with a significant role in the community, MATC may utilize funds to participate in and/or sponsor events hosted by news media outlets, nonprofit/charitable associations, chambers of commerce, and others. These decisions are made by the leaders of relevant business units in the college, including the Office of the President, College Advancement/External Communications, and Diversity, Equity and Inclusion. When determining event participation or sponsorship, leaders may only participate when there is a clear tangible benefit — such as an advertisement or a table to share information or recruit students — or a demonstrable intangible benefit, such as demonstrating the college's presence and commitment to an issue or community that is of relevant concern to the college. The use of public funds in these cases must be provided pursuant to a written agreement.
- MATC may use public funds to support the fundraising activities of the MATC Foundation, Inc. when the contribution relates directly to the mission of MATC.



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Membership Dues

MATC may pay professional membership dues to community organizations when appropriate and directly related to the mission of MATC and participation in the organization is within the scope of employment and on behalf of MATC.

Membership in community organizations, including memberships in Rotary Clubs, Chambers of Commerce and similar service organizations, may not be personal in nature, but must be paid officially on behalf of the college, and may be only for those individuals for whom the membership is an integral part of their position, such as the MATC President.

When dues are offered at varying commitment/price levels, payment should be at the minimum level.

No part of the payment can include a charitable or political contribution, or excess contribution to the organization beyond the cost of membership.

MATC public funds shall not be used to pay dues for country club memberships or similar social or fraternal organizations. However, the college may use public funds to pay expenses associated with employees serving as board members or volunteers of charitable organizations when the employee is serving as the official representative of MATC and acknowledged as such in all official publications.

Fundraising Activities

Outside of MATC's annual Employee Giving Campaign, which is intended to promote charitable giving by individual members of the MATC community, all charitable fundraising activities not sponsored by the MATC Foundation are subject to prior approval of the Vice President of College Advancement and External Communications. Charitable fundraising activities designed to benefit MATC or the MATC Foundation should be submitted to the MATC Foundation for approval.

The following are examples of activities that are not permissible without prior approval of the Vice President as noted above:

- A charitable organization soliciting donations at MATC events and/or on MATC property;
- An MATC sponsored event in which a portion of the proceeds will go to a charitable organization (other than the MATC Foundation);
- The solicitation of donations for disaster relief efforts.

Nothing in this Administrative Regulation and Procedure is intended to limit the ability of any individual faculty, staff, administrator or student to contribute personally to any charitable or political purpose.

Office of Responsibility: MATC Foundation
Last Reviewed: Aug-2024