



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: PROSPECT CLEARANCE

Procedure No.	ICE-702-PR	Division	Industry Community Engagement
Supersedes	n/a	Board Policy Ref.	n/a
Related Policies	ICE-702 ICE-701 & ICE-703	Effective Date	January 24, 2008

PROCEDURE

1.0 Requests and Approvals

A Campus Director / Manager, Dean/Chair, manager, faculty member, Student Development Officer (SDO), volunteer or student organization, through the Associate Vice President Strategic Enrollment Management, wishing to cultivate and solicit an individual, corporation or foundation on behalf of the College must request prior clearance/approval.

Solicitation of donors for gifts (e.g. donations, scholarships, etc.) up to \$5,000 (for individuals) and \$25,000 (for organizations) requires only the written approval of the Manager of Alumni and Advancement. Requests for more than \$5,000 (individual) and \$25,000 (organizations) require the approval of the College Executive and President.

The following steps are required when making requests for prospect clearance:

- 1) A faculty or staff member must develop a project proposal and provide a list of prospects to be solicited.
- 2) The responsible individual must obtain approval for the project from the appropriate Campus Director / Manager.

- 3) The Campus Director / Manager responsible for the unit must ensure the Manager of Alumni and Advancement is notified of all solicitations.
- 4) The requester must submit the information required in the prospect clearance form to the Manager of Alumni and Advancement. Alternately, a request can be submitted by e-mail using the form. If the latter is used, a paper copy with the Campus Director / Manager's signature needs to be sent to the Manager of Alumni and Advancement.
- 5) The Vice President Industry & Community Engagement will review clearance requests weekly and submit appropriate requests to College Executive for consideration and approval.
- 6) Anyone requesting prospect clearance will be notified of decisions by telephone or e-mail within three days of the College Executive having reached a decision.
- 7) When clearance is not approved after an initial review by College Executive or the Vice President Industry & Community Engagement, either due to a lack of information or due to a conflicting request for clearance of the same donor by someone else in the College, the following steps may be taken in the order listed until a resolution is reached:
 - a. Consult with competing parties (in the case of a conflicting request);
 - b. Request a second review by Division of Industry & Community Engagement;
 - c. Refer to the President for final decision.
- 8) Prospect assignments will be reviewed on a monthly basis to assess progress. At the end of six months the assignment may be extended for another six months or, if there has been insufficient progress, the prospect assignment may be assigned to another unit for follow-up.

2.0 Guidelines

1. Except for potentially large donors, only one Prospect Clearance is normally granted per donor.
2. It is the responsibility of the Campus Director / Manager or unit head to advise the Manager of Alumni and Advancement of progress with the solicitation at the end of each month.
3. In case of a successful solicitation, gift acceptance and stewardship policies are implemented and it is the responsibility of the solicitor to ensure that all conditions of the donation are met and to work with the

Manager of Alumni and Advancement to advise the donor annually of the use of the donation. The Vice President Industry & Community Engagement must be copied on all correspondence.

4. Ongoing donor stewardship is the responsibility of the Manager of Alumni and Advancement and includes an appropriate level of recognition for the donor's gift and regular reporting to the donor on the application and outcomes achieved as a result of the gift.
5. The Office of Alumni and Advancement may decline a prospect if:
 - a) There are unusual features of the company that are contrary to the objectives, values or goals of the College;
 - b) The gift could financially or morally jeopardize the donor and/or the College or the reputation and/or values of the donor are inconsistent with the values of the College; or
 - c) The gift or terms of the gift are illegal or otherwise contravene federal or provincial regulations.

Approval History	
Approved by President	January 24, 2008
Revision 1	November 4, 2016