

**Role of the Cabrillo College Foundation in Private Gift Fund Development**

The Cabrillo College Foundation's mission is to operate for the support and benefit of Cabrillo College: to solicit and raise private gift funds for scholarships, facilities, equipment, research, and projects. The Cabrillo College Foundation has college-wide responsibility to conduct and coordinate all private gift solicitations from individuals, corporations, foundations, and community organizations. The Cabrillo College Foundation has authorization to establish procedures and protocol to be followed by members of the college community for the identification, cultivation, and solicitation of prospective donors. The Cabrillo College Foundation accepts all private gifts, donations and bequests on behalf of Cabrillo College.

All private gift fund development activities are coordinated with the Cabrillo College Foundation in order to achieve an overall set of activities that are non-duplicative and appropriately conducted. Private gifts are from individuals, foundations, companies, and community organizations. Such coordination will also facilitate assistance from the foundation to those activities. Specifically, the foundation's duties are to:

1. Facilitate implementation of fund development policies.
2. Conduct a comprehensive, ongoing fundraising program.
3. Develop and administer a comprehensive donor recognition program.
4. Provide fundraising counsel to college staff and faculty.
5. Provide financial accountability to the college, the donors, and the public.
6. Develop and administer a financial investment program to maximize investment income commensurate with prudent management.

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