Donations, Sponsorships, and Gifts-in-Kind Policy

Dickinson has historically been community-minded with respect to donating, sponsoring, and partnering for the common good. The college has made contributions, small and large, to a number of events and initiatives. These guidelines help to define how the College can best contribute in a consistent and fair way, as well as how the college can decline participation.

- If Dickinson is a partner in an event, the college’s support is assumed. Such events often occur through the Clarke Center, and other examples include joint programming with the Dickinson School of Law of The Pennsylvania State University or the U.S. Army War College.
- Events to which the college contributes should:
  - Have broad-based community appeal,
  - Be educational in nature, and/or
  - Be non-partisan, unless that partisan nature is balanced by the nature of the program (an example would be a political debate).
- Only the Annual Fund and the United Way are permitted to solicit employees directly and participate in the payroll deduction plan. Information about other registered charitable fundraising campaigns or programs may be announced in Dickinson Today, the online college newsletter.
- The college will not normally make direct monetary contributions to charities or fundraising campaigns. There are no laws restricting the college from making an outright gift of cash to a cause. Nevertheless, the perception may be less than positive when the college, as a non-profit entity which raises funds, proceeds to gives funds to another non-profit organization. The college, however, may choose to become a partner in community development projects that enhance the quality of life in Carlisle or the college’s programming.
- The college will not make direct monetary contributions to individual churches, mosques, or schools.
- The college will not participate in fundraisers that require “jail” time or similar hostage situations.
- The college will, as space permits, extend a service to an agency on a revenue-neutral or revenue-generating basis (for example, the college may provide a monthly meeting room free of cost if refreshments are purchased from Dining Services, or the college may print quarterly newsletters at cost).

The participation guidelines are listed in the order of institutional commitment and each is independent, although meeting more than one criterion may strengthen the possibility of college involvement. Consistency is important, especially regarding to whom or to what the college says “no.”
None of these guidelines are meant to preclude a division or department head from using budgeted or discretionary funds to fulfill charitable requests as long as such requests are within budgetary guidelines and any expenditure does not compromise the department, division, or institution financially. These guidelines are not intended to prevent colleagues from visiting offices on behalf of a particular cause, nor are they intended to prevent an employee from posting a voluntary sign-up sheet for a fundraiser. Anyone is free as an individual to participate in any event as he or she sees fit. These guidelines are not meant to regulate student philanthropies.

It is important for the community to understand that the resources of the college are to be used primarily for students, faculty and staff. Nevertheless, the college has clearly stated the importance of Dickinson’s involvement in the community, and requests for gifts of dollars, human capital and in-kind services are expected to continue. Requests should be directed to the Assistant Chief of Staff, Office of the President.

Related Information

History/Revision Information

Responsible Office/Division: Office of the President
Effective Date: 9/12/2000
Last Amended Date: 9/18/2014
Next Review Date: