

PROCEDURE:

3.1.12p2. Foundation

Revised: February 17, 2010; April 20, 2011; February 19, 2014; February 18, 2015; February 17, 2016; March 15, 2023
Last Reviewed: January 2009; February 17, 2010; April 20, 2011; February 15, 2012; March 20, 2013; February 19, 2014; February 18, 2015; February 17, 2016; February 15, 2017; February 21, 2018; February 20, 2019; February 19, 2020; February 17, 2021; February 16, 2022; March 15, 2023
Adopted: May 21, 2008

I. **PURPOSE**

This procedure shall be utilized by the Ogeechee Technical College Foundation, Inc., as a guideline for its annual planning, review, and distribution of foundation-related documents.

II. **RELATED AUTHORITY**

State Board Policy 3.1.12. Cooperative Nonprofit Organizations
Ogeechee Technical College Procedure 3.1.12p1. Cooperative Nonprofit Organizations

III. **APPLICABILITY**

This procedure applies to Ogeechee Technical College Foundation, Inc.

IV. **DEFINITIONS**

None.

V. **ATTACHMENTS**

Memorandum of Understanding - Ogeechee Technical College and Ogeechee Technical College Foundation, Inc.
Ogeechee Technical College Foundation Bylaws

VI. **PROCEDURE**

The Executive Committee of the Ogeechee Technical College Foundation, Inc. shall be encouraged by the President of Ogeechee Technical College to review the following documents on an annual basis: Mission, Bylaws, and the Memorandum of Understanding between Ogeechee Technical College and Ogeechee Technical College Foundation, Inc.

The mission of the Foundation is to secure and administer monetary donations, grants, and other funds from constituents within its service delivery area to support Ogeechee Technical College in its quest to contribute to economic, educational, and community development by providing quality technical education and services, adult education, continuing education, and customized business and industry workforce training to the citizens of the communities it serves.

The Vice President for College Advancement for Ogeechee Technical College, who serves as Executive Director of the Corporation, will develop an Annual Plan of Work

and Annual Budget to present to the Executive Committee for review and approval. These documents shall then be presented to the Board of Trustees annually at a regularly scheduled meeting for approval.

VII. RECORD RETENTION

Forms will be reviewed on an annual basis and revised as necessary. Completed forms will be maintained in electronic format.