



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: PROSPECT CLEARANCE

Policy No.	PA-609	Division	Public Affairs
Related Procedure	PA-609-PR	Board Policy Ref.	n/a
Related Policies	PA-608 & PA-610	Effective Date:	December 20, 2022 (R3)

1. PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the process and approval of College of the North Atlantic (CNA) departmental fundraising activities, including scholarships and awards, annual appeals, project-based appeals, special fundraising events, major gifts and planned giving.

2. POLICY

It is the policy of CNA that all potential fundraising activities by individuals, organizations, corporations or foundations shall receive proper approval from the Associate Vice President of Public Affairs before proceeding.

3. PROCEDURE

The Associate Vice President of Public Affairs shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History

Approved by President	January 24, 2008
Revision 1	November 4, 2016
Revision 2	January 25, 2022
Revision 3	December 20, 2022