

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 2.3.1.1
Related Policy: 2.3.1
Title: Grant Seeking and External Funds
Responsibility: Vice President for Institutional Effectiveness and Development

Original Approval Date: 10-05-1994
Last Cabinet Review: 06-23-2021
Last Revision: 06-23-2021

President

I. Purpose

The purpose of this procedure is to address the solicitation of grants and external funds by employees of Horry-Georgetown Technical College.

II. Procedure

Any employee, department, or division of Horry-Georgetown Technical College wishing to solicit external funds, contributions, or support of any kind, in the name of the College or any affiliated organization, must submit a written request through administrative channels, to the Vice President for Institutional Effectiveness and Development prior to the initiation of the request. The Vice President for Institutional Effectiveness and Development will seek Cabinet Approval for the request.

In order to consolidate records, a copy of the initial request, approval, and actual solicitation documents must be filed with the Office of Institutional Effectiveness and Development.