

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 2.3.1.1  
Related Policy: 2.3.1  
Title: Grant Seeking and External Funds  
Responsibility: Director of Institutional Planning, Research and Grants

Original Approval Date: 10-05-1994  
Last Cabinet Review: 03-08-2017  
Last Revision: 03-08-2017

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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 Director of Institutional Planning, Research and Grants, prior to the initiation of the request. Director of Institutional Planning, Research and Grants 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 Planning, Research and Grants.