



Club Fundraising Policy

SGA Policy #31

Student clubs are encouraged to fundraise. Examples of approved fundraising activities include collection of donations, admission charges, sale of items.

All fundraising efforts are subject to approval by the Student Government Association. A request to raise funds must be submitted for approval to the Student Government Association at least one week prior to the event. The Student Government Fundraising form should be used.

If approved by the Student Government Association the fundraising information will be communicated to the Office of College Advancement and the Business Office.

Student clubs are subject to the following guidelines/restrictions in raising funds:

1. Use of facilities for the purpose of fundraising should be coordinated through the appropriate reservation system. (i.e Residence Hall Director, The Office of Events and Conferences, BYP) If needed, the Student Life Center will help direct clubs to the appropriate office for reservation requests.
2. All monies raised through approved fundraising activities must be deposited within one week of collecting the funds. All monies must be deposited to the club's "club generated" account through the Student Life Center. A receipt will be issued for the club's records.
3. A fundraising Profit and Loss statement must be submitted to the SGA Treasurer once the fundraiser is complete. This form lists sales information, including receipt detail, and a list of expenses. See Form.
4. All state and local laws will apply to your fundraiser. In accordance to these laws, 50/50 raffles will not be allowed.
5. Payment to vendors associated with the fundraiser will be subject to final review and approval by the SGA Treasurer.
6. Clubs must pay sales tax when their fundraiser takes orders from the customer and the club submits those exact orders to the vendor and if a club sells food, beverage or merchandise on a continuous basis.