



POLICIES & PROCEDURES

Title: Student Organization Fundraising

Document Number: SS_102

Effective Date:

Revised Date:

Department: Student Services

Purpose

Policy on allowable fundraising practices for student organizations and clubs.

Scope

All Louisiana Delta Community College student organizations and clubs.

Policy

Fund raising as it pertains to student organizations is defined as the seeking of funds or support by a student group from sources other than its members, including the procurement of supplies and other forms of support; the selling or distribution of items, materials, products, or services, and the sponsorship of events. Only officially registered student organizations or clubs of Louisiana Delta Community College will be authorized to conduct fund-raising projects.

1. All student organizations or clubs must obtain a fundraising proposal application form from the Office of Student Services. The proposal must be submitted two weeks prior to the planned activity for review. The Director of Student Services/Coordinator for Student Affairs will approve, modify, or deny the proposals.
2. Projects that interfere with academic programs or functions, college-operated services, contracts, or college development (fundraising) activities, as well as those that present extended competition with products or services that are available through existing college-operated contracts with a commercial vendor, will not be approved. Fund raising activities will be limited to specific geographic areas on the campus.
3. Organizations are responsible for all postage associated with their fundraising activities and may not utilize the campus postage system. Advertising must comply with campus policies for posting flyer, banners, etc. Collection of monies must comply with campus policies and all funds must be maintained in an account. All accounts are to be audited at the end of the academic year by Accounting. All fundraising activities must abide by local, state and federal laws and regulations.
4. LA DELTA will not accept any type of financial liability in regard to the student fundraising projects. Written acknowledgement of this fact will be included in the fundraising activity proposal. All financial expenditures and liability necessary for any project must be underwritten as a condition of approval of each project. College funds will

not be utilized to initiate, sustain, or make affirmative the fund-raising activities of any student organization or club.

5. All fundraising items must be purchased by the organization upon receipt of the invoiced merchandise. Clubs are prohibited from entering into contracts with companies that involve payment after the sale, if funds are not available to cover the entire invoice prior to delivery. Exception: When the company that the club is entering into contract with has specific guidelines, which stipulate the division of the profit between the club and contracted company.