

Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 5.04	Fundraising for Student Clubs and Polk State College Related and Community Nonprofit Organizations	1001.01(9)	1001.64 1009.23(7) 1010.02	6A-14.057 (2)	1/27/2020

I. Purpose

This document aligns Polk State College's policies with *Florida Statutes* regarding fundraising for student clubs, the College's nonprofit organizations, and community nonprofit organizations. The College President has ultimate authority over fundraisers initiated by College students and employees.

II. Fundraising Requirements

A. College Student Clubs and Organizations

1. All College student clubs and organizations that receive Student Activities Fees, as well as those that receive funding solely through member contributions, fund-raising projects, and sources outside the College, must abide by this rule.
2. College clubs and organizations that host events that include sponsorships, or an entry fee need approval from the College President and the District Vice President of Institutional Advancement. Fund raisers that include direct solicitation of individuals for products or services (e.g., candy sales, car washes) need approval from the Director of the Student Activities and Leadership Office and the Vice President for Student Services. (High school clubs and organizations are governed by Polk County School Board procedures pertaining to fundraising.)
3. All College student clubs must have a faculty or staff advisor. Clubs are governed by District Board of Trustees rules and Polk State College procedures. Student organizations may establish an account either within the College or through the Polk State College Foundation.
4. If a College club or organization elects to deposit its funds with the College, it is subject to College regulations concerning the receipt and expenditure of these funds. If a club chooses to open an account within the Polk State College Foundation, its account is annually audited by an outside accounting firm and is subject to the Foundation's policies, procedures, and rules related to Foundation funds.
5. Students must follow *Procedure 6070: Fundraising Activities* to ensure that fundraising relates to the College's mission and strategic plan, and that activities do not duplicate the major fundraising efforts of the Foundation.

- B. Polk State College Organizations and Community Organizations-
The College President and the Executive Director of the Polk State College Foundation approve fundraisers initiated by College employees for the benefit of College-related organizations and activities. Additionally, the President and Executive Director of the Foundation approve fundraisers for community nonprofit organizations that benefit the overall good of the County that the College serves. Employees must follow *Procedure 6070: Fundraising Activities* to ensure that fundraisers relate to the College's mission and strategic plan, and that activities do not duplicate the major fundraising efforts of the Foundation.

History:

Adopted: December 23, 1974

Revised: July 24, 1995; August 25, 2003; March 19, 2007; April 26, 2010;
September 24, 2012; and January 27, 2020