

Polk State College Procedure

Subject	Reference	Date	Number
Fund Raising Activities		2/21/2017	6070

I. Purpose

The purpose of this procedure is to establish guidelines for fund-raising activities on and off campus associated with student clubs, College-related, and community nonprofit organizations. These activities enable the College to advance College initiatives which benefit students and employees. Additionally, community nonprofit fundraisers supported by employees and students further enhance the county the College serves and promotes a positive image for the College within the community. This procedure ensures that fundraising relates to the College mission and strategic plan and does not duplicate the major fundraising efforts of the Polk State College Foundation (Foundation).

II. Guidelines

A. Fundraising events that fall under the auspices of this procedure must:

1. Involve College students and/or employees
2. Benefit the College and/or the community it serves

B. Each Fund-Raising Event Request Form must be submitted to the Executive Director of the Foundation one month prior to an event for approval. The request should include all fund-raising activities associated with the event, including proposed sponsors, if applicable. The Executive Director recommends fundraising activities to the President for final approval. Fund-Raising Event Forms are available by contacting the Foundation office.

C. Employees involved with specific activities associated with the event must obtain prior approval from their supervisors. Students must obtain prior approvals from their club advisor and/or professor(s) who will be responsible for overseeing the fundraising activity as appropriate.

D. Fund-raising activities should be scheduled in a manner that considers the College community work schedule and provides the least intrusive manner possible.

E. The use of Polk State College facilities requires compliance with Procedure 6006 - Scheduling of College Facilities.

History: Adopted: February 10, 1999

Revised: February 25, 2010; February 21, 2017

			
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
President's Approval			Date