

Polk State College Procedure

Subject	Reference	Date	Number
Fund Raising Activities		2/25/2015	6070

I. Purpose

- A. The purpose of this procedure is to establish guidelines for fund-raising activities on and off campus associated with student clubs, and Polk State College related and community nonprofit organizations. These activities enable the College to advance 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 Polk State 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.

II. Guidelines

- A. Events and fund raisers that fall under the auspices of this procedure must:
- 1) Involve Polk State College students and/or employees.
 - 2) Benefit the College and/or the community it serves.
 - 3) Obtain prior approval from their supervisors and/or their club advisor or professor(s) who will be responsible for overseeing the activity as appropriate.
 - 4) Be scheduled in a manner that is the least intrusive as possible to the College's work schedule.
 - 5) Comply with the use of Polk State Procedure 6006 - Scheduling of College Facilities as appropriate.

III. Procedure

- A. Events:
- 1) Events that include sponsorships and an entry fee shall submit a Fund Raising Event Request Form (Attachment A) to the Vice President for Institutional Advancement at least 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 Vice President recommends fund raising activities to the President for final approval.
- B. Fund Raisers:
- 2) Fund Raisers that involve direct solicitations of individuals for a product or service (i.e. candy sales, car washes) must submit a Fund Raiser Request Form

(Attachment B) to the Immediate Supervisor/Director of SALO at least one month prior to the fundraiser for approval. The Immediate Supervisor/Director of SALO recommends fundraising activities to the Provost for final approval.

Attachments: Fund Raising Event Request Form
Fund Raiser Request

History: Adopted: February 10, 1999
Revised: February 25, 2010
Revised: Date, 2015

FUND RAISER REQUEST

FUND RAISER:

PURPOSE:

ORGANIZATION/CLUB: _____

DATE/DURATION OF FUND RAISER:

EMPLOYEE(S)/STUDENT(S) INVOLVED: _____

EMPLOYEE/CLUB ADVISOR: _____ DATE: _____
Signature(s)

SUPERVISOR/DIRECTOR OF SALO: _____ DATE: _____
Signature

Recommends approval _____ Does not recommend approval _____

PROVOST: _____ DATE: _____
Signature

Approved _____ Not approved _____

FUND RAISING EVENT REQUEST

EVENT/PURPOSE: _____

ORGANIZATION: _____

DATE OF EVENT: _____

PLANNED ACTIVITIES: _____

DATE(S) OF ACTIVITIES: _____

EMPLOYEE(S)/STUDENT(S) INVOLVED: _____

IF SPONSORSHIP WILL BE SOUGHT, PROSPECTIVE SPONSORS WILL INCLUDE:

EMPLOYEE/CLUB ADVISOR: _____ DATE: _____

Signature(s)

SUPERVISOR/DIRECTOR OF SALO: _____ DATE: _____

Signature

PROVOST: _____ DATE: _____

Signature

VP FOR INSTITUTIONAL ADVANCEMENT: _____ DATE: _____

Signature

Recommends approval _____ Does not recommend approval _____

PRESIDENT: _____ DATE: _____

Signature

Approved _____ Not approved _____