Polk State College Procedure

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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 __________