

Fundraiser Guidelines

In an effort to prevent duplication, scheduling conflicts, and to insure that the events are in keeping with the basic mission of the College the following guidelines will apply:

1. All campus curriculums or organizations must complete the fundraiser application and return it to the Student Activities Coordinator no later than 2 weeks prior to the event.
2. The Student Activities Coordinator (SAC) will maintain a master calendar of events.
3. Any changes that occur after the application has been filed must be communicated in writing to the SAC (e-mail is acceptable).
4. Each curriculum/organization will be allowed to conduct no more than 2 fundraisers and 1 philanthropy per Fall/Spring semester.
5. The Presidents designee (SAC and VP of Student Services) will be responsible for approving all student organization fundraisers and appropriate documentation.