

## **Fundraising Procedures**

- 1) A table may only be set up for 1 week and only in the downstairs area of the Student Center.
- 2) Students may sit at the table and promote the fundraiser, but it can only be set up from 8:30-4:30 Monday through Friday.
- 3) Order Forms may be placed in the lunch rooms on 2nd floor, 5th floor of the main building, and the main lunch room in the Student Center.
- 4) Student/Faculty are not allowed to set up a fundraising table in any of the lunch rooms to promote their event, flyers/order forms are all that's allowed.
- 5) Flyers may be posted for only 1 month.
- 6) Flyers are allowed in Clarkson College Tower, Student Center, and the Residence Hall -- But must be signed off by the appropriate people for each building.
- 7) Signatures from Kari Jorstad-Tower, Chuck MacDonnell-Student Center, and Jennifer Simpson- Residence Hall, are required and only 5 flyers in each building unless otherwise stipulated by these managers.
- 8) Emails are permitted however, they are only allowed on Student Emails, not Faculty/Staff.