

Student Club/Organization Fundraising Policy

All fundraising projects conducted at the College must be related to the mission of the College and of the Alabama Community College System. Any fundraising projects conducted by any College club, organization, or department must be approved in advance by appropriate administrators.

The approval process should be initiated by submitting a **Request to Conduct Fundraising Activities** to the Student Services Office for signatures, approval, and appropriate routing.

All funds collected from institutional fundraising projects will be processed through the Business Office and deposited into college accounts. It is illegal to deposit any funds into personal accounts. Revenues will be recorded as income in the club or organization account. Expenditures against those funds will be processed by requisition and purchase order and will be paid by check to the appropriate vendor. Under no circumstances should cash be taken from collected fundraising revenues and paid directly to vendors. Each contribution must be recorded on the **Activity Receipt** form. **Activity Receipt** forms and corresponding cash should only be collected, totaled, and submitted to the Business Office each day as funds are collected. Each club or organization must submit the name of the individual who will be responsible for submitting funds to the Business Office Cashier to the Dean of Students or his/her designee for approval in the fall of each academic year. Submitting funds must **ONLY** be conducted by the pre-approved individual for the club or organization. The cashier will prepare a separate receipt for each day's deposit. The Organization Sponsor is responsible for maintaining these receipts. The Business Office will maintain all completed **Activity Receipt** forms as documentation for review by the Examiners of Public Accounts. When the fundraising activity is concluded, the Fundraising Activity Final Report form must be completed by the sponsor and distributed by the Director of Accounting as indicated on the form.

Student Club/Organization Purchasing Procedures

Organizations and club sponsors must submit requests to purchase items at least 20 working days in advance. Failure to do so may result in purchase orders not being approved in time for your purchase.

Clubs and organizations may not pay for student memberships out of agency (college) funds. Fundraising funds may be used for student memberships only when approved and included in the bylaws of the club or organization.

Generally, fund raising funds are allowed to pay for the following items and services:

- Educational and service leadership trips and projects;
- Club and organization t shirts, hats, and accessories;
- Advertising and promotional products of the club or organization;
- Guest speakers or professional development workshops and events;
- Pre-approved entertainment events e.g. dances, competitions, etc., and
- Refreshments, meals, and drinks for meetings and events and activities (with the exception