

## **Columbia College Student Fundraising Policy**

All fundraising by student clubs at Columbia College must comply with the policy below.

### **Definition:**

Fundraising means the collection of money through voluntary contributions, sales, and/or events/programs for a charitable donation or club support.

### **Guidelines:**

The following guidelines apply to all fundraising activities by recognized student clubs at Columbia College:

- The club leader(s) of a fundraising activity must complete a request form and obtain approval of the fundraising activity from the Student Life Coordinator.
- The proposal must state the benefactor of the proceeds raised. This can be the club or for a charitable donation.
- All costs associated with planning and executing the fundraising activity must be covered by the funds raised; money allocated to the club by Student Services as part of their operating budget will not be counted as part of the total funds raised.
- A club member and a staff member must count the proceeds collected via fundraising in a secure location at the College.
- All proceeds must be deposited to Accounting and follow all financial procedures outlined by the College.
  - Accounting will keep the proceeds made for the club, and this will be available at the time of the event.
  - If the proceeds are for a registered non-profit, charitable organization, they will be sent directly to the organization by cheque.
- Clear information about what the funds will be used for should be provided at the event.
- Funds cannot be dispersed to individuals.

### **Fundraising Examples:**

*Here are some general examples of items that may be used to raise funds. Please note that the College reserves the right to review and approve all items.*

- Pre-packaged items (e.g., candy, gum)
- Items for sale that have been produced by the organization (e.g., baskets, bouquets)
- Cash donations
- Donations of items of value (e.g., clothing, school supplies)

- Items that promote school spirit (e.g., buttons, balloons)

**Fundraising Checklist**

- Does the fundraising activity comply with all College policies?
- Is the fundraising activity feasible? Are there enough student members of the club to thoroughly conduct the event?
- Is the proposed budget realistic? Will the proposed proceeds cover and exceed the suggested expenditures?
- Does this activity duplicate an existing event?
- Are campus resources needed and available to conduct the activity? Have arrangements been made with the Student Life Coordinator to account for this?

I have read and understood the terms and guidelines of the Columbia College Student Fundraising Policy, and indicate that I agree.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_