

6.6.3p. OFTC Fund Raising for Student Activities and Clubs Procedure

Funds raised by recognized student organizations may be expended in any manner that is consistent with the purposes of those organizations. Such funds are subject to local, state, and federal laws and to financial accountability to the Oconee Fall Line Technical College (OFTC) Business Office. Student organizations may sell materials related to the purpose of those organizations approved by the President. Fundraising activities organized by student organizations for the purpose of subsidizing the funding of program-related costs for individual students or programs (this includes pins, testing fees, uniforms, supplies etc.) will not be authorized.

No items of goods or services will be sold on campus by faculty, staff, students or student organizations without prior approval by the President. Off-campus sales by faculty, staff, or student organizations conducted in the name of the College or using the OFTC logo must be approved by the President. Requests must be submitted at least two weeks prior to the requested date of the sale.

Proceeds resulting from the sales must be designated to support official activities of approved school organizations (such as raising funds to participate in professional competitions, sponsoring charitable projects, etc.) or other college-sponsored events, as approved by the President.

Specifically prohibited is the reimbursement, financially or in-kind, for the time involved in preparing or conducting the sale by any employee or student. Reimbursement to offset the costs of ingredients used to prepare the item(s) for sale is authorized.

Student organizations are subject to the following restrictions using funds

The President must approve all fund raisers. No organization shall have the right to disturb or infringe upon the privacy of students. Disturbing or interrupting the conduct of classes for the purpose of raising funds is considered inappropriate. Students will not be released from class to purchase items for sale.

- All fundraising events must be scheduled at least two weeks in advance by completing a fund raising form.
- Organizations may sponsor bake sales or other events/contests to raise funds, but under no circumstance should they contact area business and industry for donations. Due to state and local health regulations, goods may not be prepared, baked, prepped or cooked on OFTC premises. Additionally, only goods that are prepared by an approved OFTC caterer (contact the OFTC Conference Center

Coordinator of the campus in which the fundraiser is being requested for, for additional information and approval) or goods pre-packaged by a certified vendor/distributor may be sold and/or provided on College premises.

- Upon completion of the sale, the responsible individual/organization will ensure that all college resources used to support the sale are cleaned and returned to their original condition.
- The organization must deposit all monies raised through approved fundraising activities immediately with the Business Office.

Adopted: April 24, 2012

Reviewed: March 22, 2012; February 28, 2013; February 24, 2014; March 19, 2015; March 17, 2016; March 23, 2017; March 21, 2018

Revised: May 23, 2019; February 4, 2020