

## **Student Government Association and RSO Fundraising Guidelines**

The following process for Registered Student Organizations engaging in fundraising efforts **must be followed in order to comply with the guidelines of the [Student Government Association Constitution](#)**. By registering your organization through the Student Government Association, you agree to follow these guidelines. Non-compliance with the following procedure is **grounds for organization probation**. Please access the [SGA Constitution](#) to view the legislation in place regarding the following guidelines:

For the purposes of these guidelines, the term "noncommercial fund raising" refers to an income generating activity that is not conducted primarily for private business or personal profit.

Student Governments and Registered Student Organizations may engage in non-commercial fundraising on-campus.

The following provisions govern the collection of funds, the solicitation of donations, sale of materials, payment of dues, admission charges and the required financial accountability.

### **General principles:**

- All fundraising events must have a defined purpose and must relate to the mission of the student government or registered student organizations. Funds raised may not be used for illegal purposes.
- College properties are not to be used for fundraising efforts for personal gain. Personal gain can be defined as any funds that are allocated to a specific individual within the organization for personal use, whether that be a student, advisor, an executive team, etc. Exemptions for this rule include funding raised to be used for senior gifts within the organization, funds raised to attend conferences, etc. Funding that is going to be used in a manner such as this should be pre-approved either by the completion of the forms listed on this document, or by your initial approved SGA budget each semester.
- All fundraising events must be approved by Campus Life at least 10 business days prior to the event.
- All fundraising events must be scheduled and staffed entirely by the membership of the sponsoring student organization. A visible sign indicating sponsorship must be displayed at all times.
- The College reserves the right to audit the financial records of Registered Student Organizations using College property to raise funds when a reasonable complaint of financial irregularity is made or when there are grounds to believe that funds raised on campus have not been used for the purposes of the organization or for the specific purpose for which the funds were raised.
- In the event that a fundraising activity loses money, the sponsoring organization remains accountable for covering all costs incurred by that activity by their pre-approved semester budget.

- The occasional sale of manufactured items is permitted only if the items are directly related to the mission and purpose of the organization; such sales should not compete with items sold by campus departments or vendors.
- Registered Student Organizations may not sponsor non-college vendors or commercial entities that promote the sales or solicitation of merchandise or products to the general campus.
- All Student Organizations must adhere to reasonable and prudent procedures for their financial affairs. Reasonable and prudent can be defined as coinciding with a respective organization's goals as listed within their constitution and mission statement.
- Financial and in-kind support of activities sponsored by student governments and registered student organizations by for-profit organizations is not considered commercial activity provided the primary purpose of such support is to underwrite a program or activity, as opposed to the promotion of a commercial product or service.
- All fundraising donations must be collected in the form of cash or checks. All checks should be made out directly to Southwestern College. Individual organizations are NOT considered 501(c)3, meaning that in order to be tax deductible, checks must be made directly to the college as opposed to a specific organization. Online funding accounts such as PayPal, Venmo, Cash App, etc. should NOT be utilized. These guidelines are in place as a means to ensure that all funds are accounted for and remain in the respective organization's account, as leftover funds are wiped concluding the end of the spring term each year. Cash and check donations should be turned in directly to the Campus Life Office, where they will then be delivered to the business office to ensure that they are allocated to the proper organization's account.
- Student Organizations should not have off-campus bank accounts to hold funds to ensure that oversight as well as compliance with tax exemption and deduction for purchases is maintained.

### **Fundraising Guidelines and Permitted Means of Collecting Funds:**

- Food Sales that require refrigeration or heating to maintain health and safety are severely limited and must directly relate to a program or event sponsored by a Registered Student Organization. Contact the Office of Campus Life for more information.
- Sale of items that are hand crafted by members of the organization is permitted.
- Sale of non-commercial items specifically related to the purpose and mission of the organization. Use of official SC logos or graphics must comply with [Southwestern College and SC policies and procedures](#). Anything outside of that mark requires preapproval from Kaydee-Riggs Johnson and Terry Quiett. Additional file types can be requested from the Marketing and Communication Office. Approved purple is PMS 527.

For more information on these types of sales, please contact the Southwestern College Marketing and Communication department.

- Sale of products with “value-added” -- such as flower delivery or candy sales on Valentine’s Day – are permitted.
- Prize drawings are permitted only when tickets/chances are given away. Voluntary donations may be accepted but cannot be required in order to have a chance to win a prize. Raffles are not permitted. A raffle is the sale of a chance to win a prize.
- Carnival-like game booths may be held but no purchase or donation is necessary to participate in the contest. Anyone requesting a free ticket to play must be provided with one.
- Services, such as a car wash, are permitted for fundraising efforts.
- Films with copyright permission may be shown on campus. Voluntary donations may be collected. No purchase or donation shall be necessary for admission.
- “Blank”-a-thons that feature participation-based sponsorship are permitted.
- Auctions and silent auctions in which no purchase or donation shall be necessary for admission are permitted.

Any questions regarding fundraising on campus should be directed to Student Life.

### **Prohibited Means of Collecting Funds:**

- Bake sales or the selling of homemade food items are prohibited.
- Gambling events, such as a poker night, are prohibited if gambling can result in “winning” items.
- Any items included in a “gift basket” -- or something along these lines – are permitted so long as they **do not** hold monetary value. Giving out, gifting, offering the chance to win, or selling cash, gift cards, vouchers, or any other item with direct monetary value is prohibited.
- Funds collected to be used for, or collected by means of illegal processes are prohibited.
- Collecting funds to be used for efforts that do not coincide with a respective organization’s purpose, per their mission statement and constitution, are prohibited.

### **Process to Request Fundraising:**

All links to forms surrounding fundraising can be found on this document, or on the Student Government Association page included on Southwestern College’s Website.

1. Fill out the [Event Approval Form](#)

2. Advisor and Campus Life Director fill out the [Approval Request](#)
3. Organization will receive official approval from SGA and the Campus Life Director
4. After fundraiser, fill out [Student Organization Fundraising Report Form](#).