

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Fundraising for Student Organizations

Number: 4.047.01

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Department of
Responsibility: Student Activities

Authorization:

President

Date Approved: May 8, 2010

Last Revised: August 20, 2024

Last Reviewed: November 19, 2014

OCtech approved student organizations may submit fundraising request using the sponsored events/ fundraising request form. Fundraising requests are limited to activities to which the organizations will engage in and directly benefit. Funds must be used for school sponsored activities.

Written requests for student organization projects and fundraisers must be submitted to the Student Activities Coordinator at least four weeks prior to the proposed activity. The following items must be addressed in the written request:

- Date of proposed activity; detailed description of the event; proposed location of the event; name and phone number of contact person.
- Purpose of the activity. If the activity is a fundraising event, details must include who will benefit from funds. Example: who will travel to conference; how that person (s) will be selected, what responsibility person will have upon return to campus, etc.
- If the activity is a fundraising event, an action plan if inadequate funds are raised is required. Example: what will happen to funds raised from this activity if funds are not sufficient to fulfill goal; will another fundraiser be proposed?
- If the activity is a fundraising event the organization must provide a contact person that will guarantee that all funds will be used for purpose stated and that adequate safekeeping measures will be employed to protect funds.

Approved fundraising activities include:

- Raffles of items or sales of goods must be purchased by the organization, its

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members or donated by members of the student organization. Solicitations of items from community businesses or individuals in the community are not permitted. Items to be raffled or sold may not be donated by community businesses or individuals in the community.

- Sales of food items are limited to pre-cooked, pre-packaged items such as candy bars, doughnuts, crackers, etc. No items may be cooked or packaged for sale by members of the student organization, their families or faculty or staff. Bake sales are not allowed.
- Tickets for meals prepared by a local business and served off campus such as barbecue or other dinners will be permitted.