

PROCEDURE:

6.6.3p1. Fundraising Request

Revised: March 19, 2014; March 18, 2015; March 16, 2016; March 15, 2017; March 21, 2018; March 18, 2020

Last Reviewed: March 19, 2014; March 18, 2015; March 16, 2016; March 15, 2017; March 21, 2018; March 20, 2019;

March 18, 2020; March 17, 2021; March 16, 2022; March 15, 2023

Adopted: April 17, 2013

I. **PURPOSE**

The President of Ogeechee Technical College controls the College's fundraising activities exclusive of institution-related foundations that are independent and separately incorporated. As such, all student-related fundraising requests must be submitted through the Assistant Vice President for Student Affairs and approved by the President prior to participation. All other fundraising requests must be submitted through the Vice President for College Advancement and approved by the President prior to participation.

All requests must be submitted using the Request to Hold Fundraising Event Form (located on OTCNet) at least two weeks prior to the event.

Solicitation of contributions and or donations must have prior approval from the Office of College Advancement. A detailed list of prospective contributors must be submitted in writing to the Office of College Advancement to ensure duplicate solicitation is prevented.

II. **RELATED AUTHORITY**

TCSG Procedure 6.6.3p. Student Organization/Club Accounts

III. **APPLICABILITY**

This procedure applies to all faculty, staff, and students of Ogeechee Technical College.

IV. **DEFINITIONS**

None.

V. **ATTACHMENTS**

Request to Hold Fundraising Event Form

VI. **PROCEDURE**

- A Request to Hold Fundraising Event Form, located on OTCNet, must be completed by the fundraiser organizer.
- The club/organization advisor must approve the fundraiser by signing the request and submitting it to the appropriate vice president. The club/organization advisor

must complete the section on the form that explains how the event supports the College's priorities and initiatives.

- All student-related fundraising requests must be submitted through the Assistant Vice President for Student Affairs.
- All other fundraising requests must be submitted through the Vice President for College Advancement.
- The appropriate vice president will submit the Request to Hold Fundraising Event Form to the Office of College Advancement if applicable, for approval of requested contributions and or donations.
- The Vice President will submit the completed request to the President for final approval.
- The President will approve or reject the fundraising request.
- The President's Office will notify the fundraising organizer and advisor of the decision via email.
- The President's Office will maintain the file of approved fundraising requests.
- The club/organization must deposit all monies raised through approved fundraising activities immediately with the Business Office.

VII. RECORD RETENTION

The President's Office will maintain the file of approved fundraising requests.