

Student Organization Fundraising Procedure

1. With prior permission, student organizations are allowed to do fundraising activities and community service projects for their organization or to support non-profit organizations.
2. Organizations should obtain prior approval using the attached form before a fundraiser or community service project.
3. The student organization fundraising / community service application form can be obtained from the Student Activities office or online. This form needs to be reviewed by the Student Activities Director and approved by the VP of Instruction and Student Services. Email approvals are allowable.
4. BRCC emails may be used to advertise fundraising and community service project efforts, but should be limited in scope.
5. Signs for fundraising or community service project activities are allowed, but must be removed following the event.
6. Continuing fundraisers such as the Enactus Coffee Corner, Ambassador's Balloon Shop, or the gradCLASS store, Mugs n' More are exempt from this process.
7. Organizations should consider whether the organization really needs to do a fundraising project. There should be a real need for raising funds based on the organization's program/goals. Organizations should not engage in fundraising merely because someone has offered an attractive plan.
8. If any contracts are to be signed, they must be signed by the BRCC VP of Finance and Administrative Services. An approved Student Organization Fundraising form should precede this step.
9. If the fundraising or community service project activity will use the BRCC name or logo, the advisor must ensure that any use of the BRCC name or logo be in good taste and uphold the reputation of the College.
10. Selling raffle tickets is allowed, if the amount collected is less than \$30,000 per year for BRCC.
11. If a commercial product is to be sold, it should be sold on its own merits and without reference to the needs of BRCC.
12. Fundraising projects by student groups should avoid the solicitation of financial contributions outside the college, as the BRCC Educational Foundation is responsible for securing financial support for Blue Ridge Community College. If the fundraising project requires the solicitation of in-kind (non-monetary) contributions, the student group must first consult with the BRCC Educational Foundation Executive Director to avoid duplication of solicitations. The BRCC Educational Foundation will review a list of prospective donors as provided by the student group and will offer approval or denial of such prospects as appropriate.
13. Student organizations planning fundraising or community service project activities must ensure that the activity avoids competition with other student organizations, the BRCC Educational Foundation, and other authorized campus fundraisers.

Student Organization Fundraising/ Community Service Application

Please submit this application to the Director of Student Activities at least two week in advance of the proposed date of your fundraising project or community service project and before any advertisement is done for the project. Please read the policy before completing this form. It will help you answer the questions below:

Student Organization Name _____

Student President/Chair of the Organization _____

Email Address & Contact Number _____

Faculty/Staff Advisor of the Organization _____

Email Address & Contact Number _____

This request is for: _____ Fundraiser Event _____ Community Service Project

What is your organization's fundraising/community service project plan?

About how much does your organization expect to earn from this project? _____

How will this money be used? _____

What are the proposed date(s) and time(s) ? _____

Proposed Location? _____

Are tickets or a product to be sold? Please specify. _____

Have you checked with other student organizations to avoid any overlapping of effort? _____

Are you soliciting any funds or in-kind contributions from businesses? _____ If so, have you contacted the Executive Director of the BRCC Educational Foundation? _____

Are any contracts to be signed? _____ If so, by whom? _____

Give details: _____

(Note: This form may be emailed to the next person on the list for approvals in lieu of signatures.)

Signed: _____ Date: _____

Student President/Chair of Organization

Signed: _____ Date: _____

Faculty/Staff Advisor of Organization

Signed: _____ Date: _____

Director of Student Activities

Signed: _____ Date: _____

VP of Instruction and Student Services

****THIS SECTION TO BE COMPLETED BY STUDENT SERVICES OR STUDENT ACTIVITIES:**

DATE RECEIVED: _____ APPROVED: _____ NOT APPROVED: _____ REASON: _____