

STUDENT GOVERNMENT ASSOCIATION

FUNDRAISING GUIDELINES



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Student clubs are encouraged to fundraise. Examples of approved fundraising activities include collection of donations, admission charges, sale of items.

All fundraising efforts are subject to approval by the Student Government Association. A request to raise funds must be submitted for approval to the Student Government Association at least two weeks prior to the event or start of sales. The Student Government Fundraising form should be used, which is located at the end of the guidelines.

If approved by the Student Government Association the fundraising information will be communicated with the North Country Community College Association (Association), in conjunction with the Student Life Team.

Student clubs are subject to the following guidelines/restrictions in raising funds:

1. Use of facilities for the purpose of fundraising should be coordinated through the appropriate reservation system. (i.e Residence Life, Facilities Department, Student Life Office) If needed, the Student Life Office/SGA Advisors will help direct clubs to the appropriate office/department for reservation requests.
2. All monies raised through approved fundraising activities must be deposited within 48 hours of collecting the funds. All monies must be deposited to the club's "club generated" or special account through the Association. A receipt will be issued for the club's records.
3. A fundraising Profit and Loss statement must be submitted to the SGA Advisor of your campus within 48 hours once the fundraiser is complete. This form lists sales information, including receipt detail, and a list of expenses. The form is located at the end of this document.
4. All state and local laws will apply to your fundraiser. In accordance to these laws, 50/50 raffles will not be allowed at all. If it is found that you are violating this law, you will be contacted by the Assistant Director of Student Life or the Dean of Students, and the fundraiser will stop immediately.
5. Payment to vendors associated with the fundraiser will be subject to final review and approval by the SGA Advisor on your campus.
6. Clubs must pay sales tax when their fundraiser takes orders from the customer and the club submits those exact orders to the vendor and if a club sells food, beverage or merchandise on a continuous basis.
7. Funds used to purchase items to fundraise, must come from your "club generated" funds, and in some approved instances, general club or SGA funds. If general club or SGA funds are used, they must be replenished prior to depositing the remaining amount into your "club generated" account.
8. All fundraising paperwork must be turned in to the appropriate SGA Advisor on your campus (Malone- Campus Coordinator, Saranac Lake- Assistant Director of Student Life, and Ticonderoga- Campus Coordinator and Dean of Students) by the previously stated deadlines.