

# Learning & Student Success Policy & Procedure

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<b>Department:</b>	<b>Institutional Effectiveness</b>
<b>Policy Number/Name:</b>	<b>LSS:AD:010: Fundraising and Solicitation Activities</b>
<b>Origin:</b>	<b>Institutional Effectiveness/Advancement</b>
<b>Status:</b>	<b>Approved 8/17</b>
<b>Approval Process:</b>	<b>VPLSS Deans/Directors Group, Cabinet</b>
<b>Revision/Review Date(s):</b>	<b>11/2020</b>

## Purpose

This policy establishes the procedural guidelines governing all fundraising and solicitation activities, both internally and externally, for the NICC community. All such activities must support the mission of NICC and comply with all College policies and procedures.

## Definitions

*Fundraising:* Activities that raise funds from the selling of goods or services and unsolicited individual, business and organization contributions that result from fundraising activities.

*Solicitations:* Activities which solicit funds from off-campus businesses, individuals and organizations. Such requests include donated services, one-time gifts, pledges, and in kind gifts, etc.

*Student Life Clubs:* A group of students with shared interests who, with college support, meet regularly for a specific purpose which contributes to the growth and development of the individual members, the team and the college.

*Program Fundraising:* Fundraising activities initiated by a NICC approved group or club.

*Defunct Group or Club:* Inactive club which is no longer sanctioned by NICC.

## Policy

All fundraising/solicitation activities on behalf of NICC students must comply with the College mission and policies. Such activities must not compete with or jeopardize the College or the College Foundation's fundraising objectives.

## Procedure

### 4.—External Fundraising Procedures:

- a.—The Advancement Office Manager will be notified of any off campus fundraising activities on the part of NICC employees and/or students soliciting on behalf of their program or department so as not to compete with NICC or the NICC Foundation fundraising objectives. Joint external contact should be arranged by contacting the Advancement Office Manager for an inclusive solicitation. Further, the Advancement Office

Manager will maintain a calendar of fundraising activities to avoid duplicating events. The NICC Advancement Office will provide valuation of donations/gifts and initiate formal acceptance.

2.—Internal Fundraising Procedures:

a.—All internal fundraising activities are to be focused on supporting educational endeavors and must follow the approval process.

i.—Approval Process—All NICC student clubs and NICC based organization requests for fundraising activities must have approval four (4) weeks prior to conducting fundraising and solicitation activities; in accordance with the following guidelines:

1.—Student Life Department Clubs: Fundraising requests for Student Life clubs require review and approval by the club advisor, the Director of Student Life and the Dean of Student Development. Student Life organizations will complete the fundraising request form. Upon the approval of the request, the Dean of Student Development or his/her designee will confer with the Advancement Office Manager to determine there are no conflicting events or interests. The Advancement Office Manager will then include approved events or solicitations on the college fundraising calendar.

2.—Program Clubs, Group, and Professional Organizations: Fundraising requests for the aforementioned entities require review and approval by the group advisor, the Department Dean whom has budget oversight, and the Vice President of Learning and Student Success. Program clubs/student groups will complete the fundraising request form. Upon the approval of the request, the Dean of the Program or his/her designee will confer with the Advancement Office Manager to determine there are no conflicting events or interests. The Advancement Office Manager will then include approved events or solicitations on the college fundraising calendar.

3.—Requested fundraising events cannot compete with current Auxiliary services. For example, a bake sale offering desserts is permitted but not a walking taco event that offers full meal as this competes with cafeteria services.

3.—Financial Record Keeping/Accounting: Clubs, groups and organizations in good standing, who are authorized to initiate a fundraising event must set up a fund account with the NICC Business Office and maintain a fund budget/balance sheet which reflects the revenue received, as well as an itemized expenditure balance sheet. It is the club advisor's responsibility to work with their Dean/supervisor to monitor financial activity and set up the clubs annual budget.

For accountability, financial records will be subject to an audit by the NICC Business/Accounting Office. Below are financial guidelines for fundraising activities:

- The club/organizations must remain in good financial standing.
- Active student clubs/organizations at NICC must have an account through NICC to complete fundraising activities and the treasurer of that

club/organization will keep an accurate financial record of the club/organization activities. This account will allow club/organization funds to be carried over to the next fiscal year.

- Clubs/organizations cannot exceed their annual fund balance.
- It is the club advisor's responsibility to monitor financial activity and work with their Dean/Supervisor to set up the clubs annual budget.
- All funds raised from fundraising activities will be deposited in the club account and receipted to the designated club/organization account. All monies will be delivered to the Business Services Office daily.
- The recognized student organization is responsible for all expenses incurred in connection with the fundraising activity.
- All club/organization purchases will be in accordance with the college purchasing and procurement policies.
- The club advisor will initiate the purchase process for approved items.
- Students cannot enter in contractual agreements on behalf of NICC or the club/organization.
- Any raffles held by a club/organization must be pre-approved and are subject to sales tax paid by the club/organization sponsoring the raffle.
- Authorized purchases for an activity or event may be completed by an Administrative Assistant or Advisor with a:
  - P-Card (P-card guidelines must be followed);
  - Requisition/Purchase Order Number; or
  - Reimbursement form (all receipts including meals must be attached).

Note: In the event a club, group or organization is dismantled or becomes defunct, any remaining fund balance will revert to the College general fund.

### **Reviewers of Policy LSS:AD:010**

VPLSS Deans/Directors Group  
Cabinet

### **Forms**

Student Life Club Fundraising Request Form  
Program Club/Student Group Fundraising Request Form  
Fund Budget/Balance Form