

## FUND RAISING POLICIES

Villa Maria College recognizes the need for clubs and organizations to raise additional revenue to support their activities and generate an esprit de corps among club members.

To avoid duplication of “asks” to potential donors, assure appropriate acknowledgements of gifts, and minimize fundraising activities on campus, all fundraising activities shall be coordinated through the Development Office. The following policy applies to all faculty, staff, students, clubs, councils, and organizations of Villa Maria College.

### POLICY

All fundraising activities shall be consistent with the philosophy and mission of Villa Maria College. The Vice President for Development is responsible for the approval and coordination of all fundraising events. Each club or organization on Campus may conduct up to **three (3)** fundraising activities per semester.

### PROCEEDURE

1. Membership discusses with their advisors plans for the activities to be held.
2. Tentative dates and venues for student-sponsored events are to be submitted to the Director of Student Life who maintains the calendar of events for student activities.
3. Clubs and organizations are urged to submit a “Request to Raise Funds” form to the Director of Student Life immediately following the first meeting of the academic year. Clubs submitting request early are given date priority. Submitting dates by May 1 of the previous academic year guarantees inclusion in the Student Handbook and Calendar for the following academic year.
4. Internal fundraising (bake sales, raffles, etc.) require only approval of date.
5. Internal fundraising involving outside agents who are selling their products must comply with the vendor policy.
6. Fundraisers involving members of the external community must receive approval from the Vice President for Development
  - a. Individual responsible for the fundraiser submits to the Vice President for Development a list of individuals or businesses from whom donations will be secured
  - b. Individual responsible for the fundraiser submits to the Vice President for Development a list of invitees other than members of the Villa Maria College administration, faculty, staff, and students.
7. Print and non-print materials including letters, flyers, and publicity are reviewed and approved by the Director of Enrollment Management prior to publication.
8. All monies collected as a result of fundraising are deposited in the Business Office within one business day. The Business Office generates a receipt and credits the account of the club/organization. Expenses are paid using the requisition system.
9. Club advisors or chairpersons of student events submit all money collected to the Director of Student Life. The Director deposits money with the Business Office, obtains a receipt, and files the receipt. The money is credited to the club’s account. Monies are expended from the account using the “Request for Funds” form.
10. Financial reports are submitted to the Director of Student Life or the VP for Development as applicable.
11. Clubs and organizations are requested to evaluate the effectiveness of the fundraiser including goals achieved, participation in the event, hours of labor, etc.
12. Unexpended funds in student club accounts are rolled over to the next year.