7.9 Student Fundraising

Last Revised: October 2011

Policy: Piedmont Community College values the principles of personal ethics, integrity, civic responsibility, and accountability. All student fundraising activities must reflect the integrity of the College and follow the acceptable accounting practices established by the College’s Business Office. Student fundraising initiatives must not conflict with those of the Piedmont Community College Foundation.

Purpose/Definitions: The College encourages participation in student organizations and activities. A student’s experience at Piedmont Community College should not begin and end in the classroom. Various activities, opportunities, and functions of a social and professional nature, including fundraising, are offered in order to provide a well-rounded campus atmosphere.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Student Development and the Vice President, Continuing Education have monitoring authority.

Procedure:

1. The faculty advisor for the student organization will complete the top portion of the Student Fundraising Activity Form and submit it to the Coordinator, Student Activities for approval. The Coordinator, Student Activities will consult with the Executive Director, PCC Foundation to ensure that the fundraising activity does not conflict with other College efforts.

2. All funds, cash or check, are subject to the North Carolina daily deposit law. (N.C.G.S. § 147-77)

3. Within one (1) week of completing the fundraising activity, the lower portion of the Student Fundraising Activity Form, “Profit and Loss Statement,” must be completed and funds must be deposited in the Business Office. The completed form will be submitted to the Coordinator, Student Activities, with a copy retained in the Business Office and/or PCC Foundation Office.

4. To avoid jeopardizing the continued generosity and good will of the campus community or the general public, student fundraising activities must not interfere with the activities of other student organizations or of the PCC Foundation.

5. Funds collected by organizations must be used for the purpose for which the fundraising was approved.

6. The Business Office has the option to audit, without prior notice, any fundraising activities of a PCC student organization.

7. Permission to use College-owned facilities, equipment and supplies for fundraising must be requested at least one week prior to a fundraising event.

8. Failure by a student organization to comply with the above policies will be considered grounds for charter revocation.
9. If a student organization ceases to exist, the funds raised and deposited in the organization’s PCC institutional account will remain the property of the College. The Student Government Association will recommend a means of proper disposition of these funds to the President. In turn, the President will communicate this recommendation to the Board of Trustees for final approval.

**Legal Citation:** N.C.G. S. § 115D-20; N.C.G.S. § 147-77

**History:** Effective March 1978; Revised April 1987, October 1988, October 2001, October 2011
Exhibit 7.9 Piedmont Community College Student Fundraising Activities Form
(to be completed a minimum of one week prior to the event)

Name of Student Organization: _____________________________________________________
Name of College Advisor: __________________________________________________________

Description of Fundraising Activity: ________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Will the fundraising activity require the use of College facilities, equipment or supplies?   Yes ☐ No ☐
If yes, specify the facilities, equipment and supplies that are needed: _____________________
_______________________________________________________________________________
_______________________________________________________________________________

Club/Organization Advisor’s Signature: ___________________________  Date(s) of Activity __/__/____
Coordinator, Student Activities:  Approved ☐  Not Approved ☐
Signature: ___________________________  Date: ___________________________

Executive Director, PCC Foundation:  Approved ☐  Not Approved ☐
Signature: ___________________________  Date: ___________________________

---

(this portion to be completed after the event and filed with the Coordinator, Student Activities)

Gross Income:  $______________
* Less Expenses: $______________
(* Receipts must be submitted for any out-of-pocket expenses. Other items must be requisitioned and paid for with a College check.)
Net Profit:  $______________

Amount to be Deposited:  $______________  ______________
                        Amount  Date

Club/Organization Advisor:  ____________________________________________
Signature: ___________________________  Date: ___________________________

Funds Received by PCC Business Office:  $______________  ______________
                        Amount  Date

Business Office/PCC Foundation Office:  ____________________________
Signature: ___________________________  Date: ___________________________

---

1) Club Advisor submits form to the Coordinator, Student Activities and any requests for equipment/supplies to the appropriate person(s)
2) Coordinator, Student Activities submits request to appropriate Vice President, who forwards to the Executive Director, PCC Foundation
3) Executive Director, PCC Foundation approves/disapproves request and returns the form to the Coordinator, Student Activities
4) Coordinator, Student Activities notifies the Club Advisor of the Foundation decision and discusses the status of any needed supplies and/or equipment