

2.36 Fundraising

New: November 2024

Policy: Piedmont Community College (PCC) fundraising activities must reflect the integrity of the College and follow the acceptable accounting practices established by the College's Business Office.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide guidelines for fundraising activities benefitting the College to encourage participation in various activities, opportunities, and functions of a social and professional nature.

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Executive Director, Foundation, Vice President, Administrative Services/CFO, and Vice President, Student Development have monitoring authority.

Procedure:

Section 1: General Fundraising Activities

- 1.1. An organization or entity wishing to conduct a fundraiser must complete the top portion of the General Fundraising Activity Form (Exhibit 7.9A) and submit to the Executive Director, Foundation at least two weeks prior to the planned event.
 - 1.1.1. To avoid jeopardizing the continued generosity and good will of the campus community or the general public, anyone wishing to conduct fundraising activities will consult with the Executive Director, Foundation to ensure that the fundraising activity does not conflict with other College efforts.

- 1.2. Any food sales must only utilize commercially available pre-packaged food products or items prepared by a food-service company or organization that complies with food safety inspection regulations and carries their own liability insurance.
- 1.3. Permission to use College-owned facilities, equipment and supplies for fundraising must be requested at least two weeks prior to a fundraising event (See PCC Policy 4.4 Use of College Facilities).
- 1.4. Within one (1) week of completing the fundraising activity, the lower portion of the Fundraising Activity Form, "Profit and Loss Statement," must be completed and funds must be submitted to the Foundation Office to be deposited.
 - 1.4.1. The Foundation will retain the completed, original form.
- 1.5. Funds collected by organizations must be used for the purpose for which the fundraising was approved.

Section 2: Approval Student Fundraising Activity

- 2.1. The club/organization advisor for the student organization will complete the top portion of the Student Fundraising Activity Form (Exhibit 7.9BA) and submit it to the SGA Advisor for approval.
 - 2.1.1. To avoid jeopardizing the continued generosity and good will of the campus community or the general public, the SGA Advisor will consult with the Executive Director, Foundation to ensure that the fundraising activity does not conflict with other College efforts.
- 2.2. Any food sales must only utilize commercially available pre-packaged food products or items prepared by a food-service company or organization that complies with food safety inspection regulations and carries their own liability insurance.
- 2.3. Permission to use College-owned facilities, equipment and supplies for fundraising must be requested at least two weeks prior to a fundraising event (See PCC Policy 4.4 Use of College Facilities).

Section 3: Deposit/Use of Funds from Student Fundraising

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

- 3.2. 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.
 - 3.2.1. The Business Office will retain the completed, original form and send a copy to the SGA Advisor.
- 3.3. Funds collected by organizations must be used for the purpose for which the fundraising was approved.
 - 3.3.1. 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.
 - 3.3.2. The Student Government Association will recommend a means of proper disposition of these funds to the Vice President, Administrative Services/CFO. In turn, the Vice President, Administrative Services/CFO will communicate this recommendation to the Board of Trustees for final approval.

Section 4: Compliance

- 4.1. The College or PCC Foundation has the option to audit, without prior notice, any fundraising activities. Any suspected misuse of funds will result in possible legal action.
- 4.2. Failure by any organization to comply with the above policies may result in the organization being considered ineligible for future fundraising activities.
- 4.3. Failure by a student organization to comply with the above policies will be considered grounds for charter revocation.

Legal Citation: [N.C.G. S. 115D-20\(5\)](#); [N.C.G.S. 147-77](#)

History: November 2024

Exhibit 7.9A Piedmont Community College Fundraising Activities Form
(to be completed a minimum of two weeks prior to the event)

Name of Organization: _____

Primary Contact Person: _____

Address: _____

Phone Number: _____

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: _____

If no, where will the fundraising event be held: _____

Requestor's Signature: _____ Date(s) of Activity ___/___/___

___/___/___

Executive Director, Foundation: Approved Not Approved

Signature: _____ Date: _____

(this portion to be completed after the event and filed with the Foundation)

Gross Income: \$ _____

* Less Expenses: \$ _____

(*For organizations collaborating with the College/Foundation - receipts must be submitted for any out-of-pocket expenses. Other items must be requisitioned and paid for with a Foundation check.)

Net Profit: \$ _____

Amount to be Deposited: \$ _____
Amount Date

Primary Contact Person: _____
Signature Date

Funds Received by the Foundation: \$ _____
Amount Date

Foundation Office: _____
Signature Date

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

PCC 1136 9/2001 updated 4/2011, 4/2021, 5/2021, 11/2024