

Fundraising Policy (ICC 2012-2013 Handbook revision)

Recognized student organizations may raise funds for the purposes related to the objectives of the organization. The ICC encourages clubs to raise funds. The monies that clubs raise can be used to help pay for: club events, conferences, field trips, promotional items, etc.

All monies earned from fundraisers must be deposited into the club account through fiscal services no later than 48 hours after the sale.

Fundraising activities must be approved in advance by the Organization's Advisor and the Student Activities Coordinator at least 2 weeks prior to the anticipated date of the fundraiser. Clubs must also submit a Fundraiser Approval Form.

Permitted Fundraisers:

1. Sales (food, baked goods, arts, crafts, etc.)
2. Services (car washes, etc.)
3. Entertainment (dances, concerts, plays, comedy shows, etc.)
4. Contests (races, relays, sporting events, etc.)
5. Contributions/Donations (donation collections, door prizes, silent auctions, etc.)
6. Exhibits/Shows (fashion shows, art exhibits, etc.)

Prohibited Fundraisers

1. Clubs cannot engage in fundraising activities where members will be involved in selling or the distribution of alcohol, firearms, tobacco, drugs, or illegal substances.
2. Animal rides, games that use toy guns, darts or arrows.

Fundraiser Limitations

1. The limit for "on-campus" fundraising is limited to two (2) sales per semester, per club.
2. Fundraisers may only be held during the 2nd and 4th Tuesday or Wednesday of each month.
3. No more than (2) different club/organization fundraisers are allowed in any one day.
4. Any club/organization wishing to hold a fundraiser is required to fill out a **Fundraiser Approval Form** at least 2 weeks prior to the sale.

The following fundraisers are not subject to these limitations:

- 1. Off-Campus fundraisers**
- 2. Non-Food fundraisers**
- 3. Food sales that are held after 2:00 pm.**
- 4. Food Sale Fundraisers that are planned over 2 months in advance**

Food Sales Guidelines

The following guidelines apply to all activities involving the selling of food or beverages.

1. All food and beverages shall be protected at all times from unnecessary handling and shall be stored, displayed, and served so as to be protected from contamination.
2. Foods such as hamburgers should be purchased as pre-packaged patties. All uncooked patties, hotdogs, chicken, cheeses, etc. must be kept cold at all times.
3. Gloves shall be worn at all times.
4. Perishable foods need to be kept in an ice-chest or refrigerated container.
5. Pre-packaged food items should be used whenever possible.