

FUND RAISING

Effective Date: September, 2010

Responsibility: VP Student Services

Amends Policy dated: September 1, 1989

Policy Number:

Scope: Students, Student Organizations, Faculty, Staff

Fund Raising

Persons, clubs, groups, and organizations wishing to hold a fund-raising event on the Burman University (Burman) campus are subject to programming guidelines in accordance with policies outlined in the Student Handbook.

Permission for the event will be from the Campus Life Committee (CLC). Request forms may be obtained in the Student Services Office. Ample time should be allowed to process the request. The Calendar of Events lists the dates when the CLC meets.

General Information

1. Advertising for the event should not take place before the event has been approved by the CLC.
2. Use of the Administration Building Chapel can be booked through the Student Services Office.
3. A Burman faculty/staff member will be selected by the student or student club/group to sponsor the fund-raising event. This sponsor will collect the proceeds of the event and forward the funds to the finance/student finance office for processing.
4. For Individual Students: Processing of event proceeds by student finance should occur in the following manner:
 - a. Individual student event coordinator: proceeds are credited to the student's school account or a pre-approved account
 - b. Group of students as event coordinators: proceeds are equally divided and credited to the student's school accounts or pre-approved accounts.
 - c. In the case of an event for the promotion of an approved subject or item, the proceeds collected are to be handled jointly by the student coordinator(s) and a representative of the Student Services office, or designate.