



HOWARD COLLEGE FUNDRAISING REQUEST

NAME OF ACTIVITY: _____

DESCRIPTION OF ACTIVITY: _____

Program to benefit from fundraiser: _____

Associated Costs: \$ _____ for _____
(Transportation of gift, annual maintenance, supplies, etc.)

Donors you plan to contact and amount on monies/pledges you want to collect (if applicable). The use of funds must be transparent to the donor and approved by college administration: _____

CONTACT PERSON: _____

Phone: _____ Email: _____

Fundraising Guidelines from the Student Club and Organization Guide

Due to the very strict laws pertaining to raffles, the college does not allow any raffles to be held by the college or any college-based organization. There are many other allowable methods, as long as it is not a "game of chance". Other methods of fundraising that are allowable would include bake sales, silent auctions, car washes, or most likely any other method that is not a "game of chance" because these are considered gambling. All registered student organizations shall deposit their funds in the business office within two working days of collecting funds and/or two days after the conclusion of fundraiser. (Funds belong to the organization, and the college is acting only as a depository.)

- Treasurers of organizations should keep a cash receipts and cash disbursements book.
- Purchases must be made according to college policy.
- The advisor is responsible for knowing and following college purchasing procedures and for informing the organization's members of those procedures. The advisor should certify the organization's expenditures by submitting the "Purchase Requisition" to the lead campus student services administrator.
- The advisor and club/organization treasurer are responsible for all funds raised and for proper deposit of those funds.
- The advisor and the club/organization president are responsible for requesting a purchase order to the lead campus student services administrator.
- The treasurer should check to see that the balance on the organization's books balance with the business office records, including any procurement card purchases.
- All organizations must submit a balance sheet after each fundraiser, with receipts attached, to the lead campus student services administrator offices 48 hours after the events/fundraiser. This form indicates payments and deposits from the fundraiser.
- College student organizations can have one sales tax free event per month. This event cannot exceed a consecutive 24-hour period within that month. If the event lasts longer than 24 hours, the college/student organization is required to obtain a sales tax permit for that organization.
- Rodeo goat delivery, and things of that nature DO NOT fall under any sales tax definitions, because goods and items are not being sold and left with the customer, so our organizations can have as many of these as they want.
- Bake sales, craft sales, and those types of events do fall under this ruling, and we must monitor them so that we do not become susceptible to any types of fines.

Campus Instructional Dean Date

Lead Campus Student Services Administrator Date

Campus Administrative Dean Date

Institutional Advancement Officer Date

President Date