

*Student Organization
Handbook*

*Davidson College
2004 – 2005*

*published by the
Office of Student Activities
College Union*

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THE COLLEGE UNION AS HEADQUARTERS FOR STUDENT ACTIVITIES

The College Union is the headquarters for student activities. Staff at the Union are available to work with leaders of student organizations to help them operate successfully and responsibly within the framework of the College's mission and policies. The Union Director is also the Coordinator of Student Activities and the entire Union Staff is assigned to work with student organizations in the following ways:

William Brown, College Union Director and Coordinator of Student Activities, registers student organizations, publishes the Student Activities Handbook, approves requests for fundraisers and benefits, and produces the Activities Fair.

Jim Nash, Technical Services Coordinator, works with event planners on technical assistance including sound reinforcement, lighting, and video.

Anne Taylor, Technical Director for the Duke Family Performance Hall, works with event planners on technical assistance on all aspects of events taking place in the hall.

Lynda Daniels, Coordinator of the Master Calendar, is the person to talk with about scheduling rooms/spaces for meetings and events.

Ed Daugherty, Director of Davidson Outdoors, has resources and ideas for group development activities and for group trips. A wilderness leadership course is offered every semester.

Lee Ann Bannerman, Associate Director for Programs, provides program consultation to student organizations and advises the Union Board. Lee Ann is a point person for co-sponsorships with the Union Board and for information about events being planned by the College Union.

Mike Goode, Assistant Director of Davidson Outdoors and Challenge Course Director, arranges for student organizations and others to experience the Davidson Outdoors Challenge Course.

Leah Germelman, Program Advisor, is the primary advisor for the Union Board's social committees. She is responsible for the ticket office and has lots of ideas about publicity and programming resources.

Nicole Tonelli, Night Manager, works with student house managers to do meeting and event setups. Amanda can help with lamination, publicity, resources and equipment.

Gina Nossel, Student Accounts Coordinator, processes invoices for student accounts and check reimbursements.

Tim Stroud, Assistant Director for Operations, supervises services in the College Union, including the Information Desk, The Crier, xeroxing, posting, and room set-ups for meetings and events.

Cheryl Rampal, processes contracts, deposits, reimbursements and provides cash advances.

All of these staff members are eager to be of service to student groups in whatever ways they can. Don't hesitate to ask.

ADDITIONAL STUDENT LIFE STAFF MEMBERS WHO PROVIDE SERVICES AND RESOURCES FOR STUDENT ORGANIZATIONS

Denise Allen, Executive Assistant to the Dean of Students and **Annette Reagan**, Staff Assistant in the Dean of Students Office, keep the sign-up lists for campus elections, including the SGA, the Union President and Vice Presidents, the United Community Action President, the Honor Council, and the Council on Campus and Religious Life. A tutor can be obtained through the DOS office.

Kathy Bray-Merrell, Associate Dean of Students, coordinates Orientation and Parents Weekend events. Chairs the Media Board which oversees campus media and appoints the editors and principal leadership for the Davidsonian, Hobart Park, Quips and Cranks, and WALT. Call on her if your organization wants to play a part in these activities.

Debby Harrison, Facilities & Housing Operations Coordinator. Debby does student mailings, phone lists and labels from Banner.

Joy Hamm, Patterson Court Advisor, coordinates assignment of risk managers and provides TIPS training.

Ernest Jeffries, Assistant Dean of Students and Director of Minority Student affairs, advises the Black Student Coalition and coordinates plans for Black History Month, including the Martin Luther King celebration.

Sharon Leahy, Office Manager, Residence Life Office, schedules the residence hall lounges for meetings.

Leslie Marsicano, Associate Dean/Director of Residence Life. Consult with Leslie about ways the RA's and HC's can be helpful to your organization, particularly for distribution of information.

Rosie Molinary, Community Service/Bonner Coordinator, administers the Bonner Program and advises UCA. Rosie assists in placement for community service positions and opportunities.

Ruth Pittard, Assistant Dean for Community Service and the Director of the Bonner Scholars Program, oversees all community service activities and works with faculty on Community Action Research and Service Learning.

Georgia Ringle, Health Educator, is advisor to a number of student groups focusing on issues of health, wellness, and sexuality.

Isha Ahsan, Community Service/Bonner Scholars Assistant Coordinator, helps administer the Bonner Program, advises United Community Action and Federal Work Study service positions.

Tom Shandley, Dean of Students and Vice President for Student Life, approves use of alcohol for events at locations not listed as approved in the College's policy, and chairs the CCRL. Dean Shandley is also an important resource for leadership development ideas and activities.

Rob Spach, Chaplain, is the liaison with all campus religious organizations and is available to students of any faith tradition for program planning and assistance in creating a religious organization.

REGISTRATION

Registration is the process used by the Office of Student Activities to grant a student organization the ability to conduct business on campus. It does not imply the College's approval or disapproval of the purposes, objectives or policies of the organization. Neither does it guarantee funding.

Registered student organizations may do the following:

1. Use campus buildings and rooms for meetings and programs on a space available basis and according to College policy.
2. Solicit funds on campus through programs and fundraisers according to College policy.
3. Post fliers according to College policy.
4. Apply for start up funds from the Activities Grant Board.
5. Apply for an SGA charter.

How to register:

Contact the Coordinator of Student Activities/College Union Director, William Brown, for registration information. Required are a statement of purpose for the organization and a list of the officers including phone numbers and addresses. Organizations will register annually. Ordinarily this is done by the end of March. Organizations that are formed during the course of the school year should register as soon as possible after formation.

Eligibility for registration:

1. The officers must be current, full-time students.
2. Membership must be open to any individual regardless of race, color, sexual orientation, religion, creed, nationality, ancestry, disability, or gender (except where appropriate and permitted by law).
3. The organization must have no goal or purpose that violates the laws of the United States, or the State of North Carolina.
4. The organization must not provide profit for any individual.
5. The organization must not sponsor any activity that recklessly or intentionally endangers the health or safety of an individual.
6. Registered student organizations may have web pages and voice mail distribution lists.

CHARTERS

Chartering is the process used by the SGA to evaluate a student organization and its objectives. While a Charter does not guarantee funding, it is a requirement in order to apply for funds from the Student Activities Fee.

Chartered student organizations may:

1. Apply for funds from the Activities Tax Council.
2. Apply for office space in the College Union
3. Deposit funds in a College account.

How to get a charter:

Organizations apply to the SGA for a charter through the Charters and Bylaws Committee. Students interested in forming a new organization or reactivating one need to submit the following information to the Charters and Bylaws Committee. Contact the SGA for assistance. (SGA ext. 2147)

1. A proposed constitution for the organization.
2. A list of the organization's officers with addresses and phone numbers.
3. A letter from a Davidson Faculty or staff member agreeing to serve as advisor.

Members and/or officers of the organization meet with the Committee to clarify the organization's goals, and to revise the constitution if needed.

The Charters and Bylaws Committee reviews the constitution and recommends to the entire SGA one of three options:

1. Granting a charter to the organization.
2. Granting a charter contingent upon minor changes made to the constitution.
3. Return the constitution for major revisions and wait for the constitution to be resubmitted, if the organization so desires.

The SGA votes on the Committee's recommendation and the results of the vote are communicated to the student contact of the prospective organization. If a charter is granted, the SGA also informs the Chair of the Activities Tax Council and the Coordinator of Student Activities.

Guidelines for deliberations and determination of an organization's eligibility for a charter include guidelines 1-5 for Registration plus the following:

1. The organization must have mostly student members-at least 2/3's.
2. Membership in the organization must be open to any member of the student body.
3. The organization must not be a social fraternity or eating house. (The process for official recognition of national fraternities and eating houses is governed by the College President. It requires the recommendation of the CCRL and the Dean of Students and the approval of the President.)

FUNDING

Chartered organizations receive their funds from the Student Activities Fee, which is administered by the Activities Tax Council. The Activities Tax Council, as mandated by the Student Government Association, is responsible for allocation and supervising the use of student activity fees collected in the comprehensive tuition bill. The Council is comprised of a chairperson, vice-chairperson, the Coordinator of Student Activities, the Dean of Students, the SGA Treasurer and five members of the student body. The Activity Fee is intended for the direct benefit of students. Only those student organizations holding an SGA charter are eligible to receive these funds.

ATC funds are typically used for artists, speakers, film fees, office supplies, photography, publicity, postage, printing, telephone, technical assistance, training activities, and membership fees/dues in associations.

Selected capital projects may be funded if they are determined to have long term benefit to the organization and the student body. Ordinarily funding for such projects comes from funds remaining in the ATC Reserve Account from the previous year.

Eligibility for Funding from the Activity Fee

All student organizations requesting appropriations from the Activities Tax Council Fund must:

1. Be registered by the Student Activities Office.
2. Be chartered by SGA.
3. Submit a proposed budget to the ATC detailing all revenues and expenses for the coming year as well as the actual revenues and expenses for the current year.
4. Complete a financial workshop for organization Presidents and Treasurers offered by the Office of Student Activities.

The ATC funding process:

The budget proposal information is distributed to all organizations just after Spring Break. The deadline for submission to the ATC is ordinarily early April.

Budget proposals should include the following information:

- Membership and officer information
- Questions regarding your organization and its activities
- Equipment (inventory list and purchase requests)
- Description/explanation of activities requiring funds
- Projected expenses
- Projected revenue
- Supplemental Funding received (prior year)

Evaluation of Budgets

When reviewing requests for ATC funding, the Council pays particular attention to the following:

- Number of students directly involved
- Number of students directly served
- Unique nature of service or activity
- Amount of non-Activities Fee funding: co-sponsorship, fundraisers, dues, and other revenues
- Co-sponsorships and collaborative efforts with other organizations
- Pertinence and importance to the stated goals of the organization
- Track record – the organization’s activity and use of funds in previous years

The Activities Tax Council does not approve Activities Fee Expenditures for:

- Alcoholic beverages
- Private social functions
- Entertainment expenses incurred by members while traveling on organization business
- Clothing expenses or other personal items for general membership distribution (including personal uniforms or equipment)
- Personal projects or needs
- Scholarships or donations (ATC funds may be used to hold *events* to raise money for such purposes as long as the events are open to the entire campus and the charitable purpose of the event is clearly advertised and announced.)
- Payment or salaries for leaders of student organizations (only under present special circumstances)

The ATC evaluates the proposals submitted and decides the amount to be allocated to each organization. The ATC forwards its recommendations to the SGA and budget appropriations are approved or rejected upon a vote of the majority of Senators present and voting.

General Policies Regarding Funds

Organization presidents and treasurers are principally responsible for organization funds. It is important that all organizations spend their funds in the best interests of both their members and the student body, and according to the College's financial procedures. The following are requirements for all ATC funded organizations.

- A. All organizations are required to keep their funds in a College account. **NO OTHER ACCOUNTS ARE ALLOWED.** If your organization currently has another account, **CLOSE IT**, and deposit the balance into the authorized organization account as soon as possible. For assistance in establishing an account contact William Brown, ext. 2143.
- B. All transactions must go through Gina Nossel, the Student Accounts Coordinator, in the College Union. Please check with Gina or Cheryl Rampal for correct billings, reimbursement forms and copies of budgets.
- C. The president and treasurer are the only persons authorized to access the account. Others may be permitted to access the account only with the authorization of these officers.
- D. The Activities Tax Council and the Coordinator of Student Activities review each account on a regular basis and consult with organization officers as necessary.
- E. The Treasurer or designated officer should also keep accurate records of expenses and deposits and periodically check with the Accounts Coordinator to be sure that both records show the same balance. Statements of your account balance are available upon request and all files are open to officers for review.
- F. Deficits should not occur in organization accounts. However, in the rare instance that they do, the amount of the deficit will be deducted from that organization's allocation for the coming year.
- G. Any unused funds in accounts as of June 30 will be returned to Activities Tax Council for distribution later. Organizations may request that funds roll forward at year end. Requests must be based on specific organizational needs or special circumstances.
- H. Organizations should follow their approved budgets. Significant departures from the approved budgets require prior approval by the ATC. It can take as much as three weeks for approval. Contact the Chair of the ATC for more information.
- I. Prior approval by the ATC is required for all expenditures. Approved budgets provide the basis for this approval. Expenditures not covered by approved budgets will be referred back to the ATC before any payment is authorized.
- J. Each organization assumes sole responsibility for any and all debts incurred by its activities during the fiscal year (July 1 through June 30).

BUDGET TIPS

Your organization will operate more efficiently if you establish a carefully considered budget that all members of your organization understand. Here are some steps to help you prepare a financial plan:

- * Read previous budgets as a whole group.
- * Brainstorm ideas for activities your group would like to sponsor.
- * Set priorities re: specific activities which are most important to your group.
- * Investigate the potential cost of each program and estimate all expenditures.
- * Determine your organization's available funds: cash on hand, funds in the bank, dues, fundraisers, donations, potential revenue from programs.
- * Define needed expenses: advertising, office costs, transportation, rentals, performers' fees, etc.
- * Determine which activities are financially possible.
- * Monitor expenditures relative to the budget. Explicitly discuss and approve deviations from the budget.
- * A budget is a guideline. It can be changed to reflect changes in plans. However, it must stay balanced in income and expenditures.

USING MONEY – THE PROCESS

Ordering a check for a performer: To request a check for a guest speaker, band, DJ or special event, please see Gina who is located in the Campus Center Administrative Office, Suite 401. You will need a contract, completed and signed W-9 with a social security number or vendor tax ID number. Requests for checks must be submitted by noon on Friday to have a check cut on the following Friday. Gina's hours are 8:30 a.m. – 3:00 p.m. Monday – Friday.

Personal Reimbursements by Check: Organization presidents and/or treasurers may submit requests for reimbursement to the Student Accounts Coordinator, Gina Nossel. Such reimbursements are for individuals who use their own money to pay for organization supplies, etc. We reimburse only with a receipt. She will need the following information--name, address, ID#, SS#, account # of the organization to be charged and receipt.

Petty Cash Advances: Cheryl Rampal in the Union can provide small cash advances for organization expenses in lieu of reimbursement. Receipts for actual expenses must be returned to Cheryl.

Charges:

Harris Teeter – Students may obtain Harris Teeter charge cards from Union Staff members. You must have a picture ID in order to charge. After buying groceries, present the charge card to a cashier and give them your organization's account number (they will need a number, not account name). They will input this number to correspond with your transaction so that it will show up on the monthly statement. You must also write that number on the receipt and wrap the receipt around the charge card before returning it to the staff member.

Home Economist – We have a charge account there. You can just tell the cashier you are with Davidson College and write your organization's account number (ie: animal rights 80-000000) on the store correspondence. Bring your receipt back to the Union business office.

Other grocery stores – Students may use a staff member's credit card to charge at Food Lion, Bi-Lo, Winn-Dixie, Lowes or other grocery stores. It is important that you write the number to charge on the receipt and return it to the staff member.

Bookstore - fill out form at the cash register. **Sign your name and organization name on receipt** and return to Gina Nossel.

College Union Services for Campus Organizations

Rooms for events and meetings:

Master Calendar:

To reserve rooms and schedule events in the Union, Chambers Gallery, Tyler-Tallman Recital Hall, Hodson Hall, Erwin Lodge and most outside areas, consult the Master Calendar. Contact Lynda Daniels, 8:30-5:00, Mon. –Fri. Her office is directly behind the Information Desk and her extension is –2174.

Technical Assistance:

If you need PA, lighting, or other technical assistance for a meeting or an event, the College Union Technical Services Coordinator, Jim Nash, is ready to help. To request these services, ask Lynda Daniels when reserving space. The cost is \$12.00/hour with a 2-hour minimum. Request must be made within 7-10 working days.

Poster Shop: The Poster shop supplies (buttons, big paper, poster board, markers, crayons, and lamination) are available on the fourth floor of the College Union for a small fee. Order forms for lamination requests are available at the information desk. Contact Tim Stroud (ext. 2652) or Nicole Tonelli (ext. 2145) for more information.

The Daily Crier: The Daily Crier is on our Davidson College web site. It provides a myriad of critical information to include: announcements, events and meetings, job and volunteer opportunities, off-campus house rentals, items for sale, and lost and found items.

Video Services: The Union offers video filming by appointment. The cost is \$12.00/hour taping and \$16/hour editing, plus the cost of the tape. One week advance notice is requested. (Student organizations may have fees waived or reduced by having their own members trained to do the work themselves.) Contact the Technical Services Coordinator Jim Nash at ext.–2146 for more info.

Copying: Enlargement, reduction, and normal copying are available at the Union. The copy machine is located on the fourth floor, outside the Business Office. Each organization and club has been assigned an account card for charging copies. You must obtain your account card at the information desk. New organizations should request a card from Tim Stroud at x-2652.

Other services of interest to student organizations:

Challenge Course: Located on campus near Erwin Lodge the Davidson Outdoors Challenge Course offers a series of group initiatives and a high ropes course. Generally, organizations may schedule a visit to the course with Mike Goode in the Davidson Outdoors office ext. 2623.

Outdoor Equipment Rental: Davidson Outdoors offers tents, backpacks, and sleeping bags for rent on weekends and over breaks (availability depends on Davidson Outdoors schedule). Complete gear list and rental fees are available on the web at www.davidson.edu/do/rent.htm

Tickets: The Ticket Office is located next to the Information Desk in the Union. Tickets for Artists Series, Concert Series, and other Union events are available from 10:00 a.m. – 4:00 p.m. Monday - Friday. If you want to sell tickets for an event or have sign-ups talk with Leah Germelman, ext. 2651.

PUBLICITY RESOURCES

Copying: You may use the Konica copy machine outside the 4th floor Business Office, but if you want a large job done you can charge copies on the first floor of the campus center. The folks in the copy center work very quickly and can usually do any job for you that day if they are not too busy. Of course, the further in advance that you can get it to them, the better.

The Davidsonian Ext. 2148, 2149 & **Libertas** Ext. 2072: If you have some writing ability and can get a story together for publication in the papers, by all means, do so. If not, give them a call and ask staff members to cover it themselves. This requires advance notice and may require some explanation so that they will understand the importance of your event. They may also be willing to write an advance story. Get to know a staff member and learn when the deadlines are.

Bill Giduz for College Communications, the Campus Chronicle, the Oak Row Report and press releases: Bill is very willing to receive calls on potential ideas for the different publications that College Communications produces. He is also willing to come take photos of certain events. His extension is –2244.

T-shirts: The College uses a variety of t-shirt vendors in the area. Please see a Union staff member for the names of these businesses.

Community and Charlotte publicity options: Mecklenburg Gazette 892-8809, Lake Norman Times 664-2882, area churches, Charlotte Observer 358-5225, Break Magazine 358-5914, Creative Loafing 375-2121, and radio stations.
Leah Germelman at the Union can give some advice. Ext. 2651.

Newspaper Advertisements: The amount of advertising necessary in the newspaper may be more expensive than you can afford and is usually only worth doing in the case of larger community-involved programs where the income return is essential. When placing ads, submit a typed copy of the display ad for the newspaper advertising office as soon as possible to assure getting a good location in the paper. Deadlines are usually 2-4 days ahead of publication time. Copy should include name of program, time, date, place, (rain date, time necessary, and perhaps a number and individual to call if one has questions).

Banners in the Union: Banners may be displayed on the railings in the Union. These should be event and date specific.

POLICIES AND PROCEDURES

POSTING OF FLYERS AND POSTERS

College Union

Registered Campus Organizations: Leave one copy of a flyer or poster at the Information Desk of the College Union. It will be posted on the bulletin board designated for campus events and programs located on the second floor of the Campus Center across from the bookstore or on the board across from the Fitness Center. Flyers must have the event date and the sponsoring organization displayed. The Union House Manager will stamp the flyer with the current date and will post it that evening. A Union employee will remove flyers that have not been stamped. Out of date flyers will be removed promptly and all flyers will be displayed so that they may be seen. Flyers in other locations, especially on doors, will be removed.

Campus Posting Policy

No materials may be posted on the exterior surfaces of buildings. This includes the columns and the outside of the doors. Insofar as possible, posting of materials should be confined to bulletin boards. Care should be taken to prevent any damage to buildings or grounds. Cellophane tape or adhesives that mar the surface are prohibited. If signs are to be posted across roads or walks or between trees, permission and assistance should be obtained from Physical Plant.

BULLETIN BOARD USE IN CHAMBERS BUILDING

(First Floor)

Miscellaneous Announcement Boards (which are appropriately marked) are available throughout the first floor of Chambers and can be used by anyone that wishes to put a flyer up. If you need an entire bulletin board for your organization's display see Hansford Epes or call him at ext. 2227. It is very important that your committee, group, organization, etc. knows that they are not permitted to place announcements of any nature on a bulletin board unless it has been assigned to your organization. Students work hard to present their announcement to the public, please have respect for them!

Please note: Physical plant will remove any announcements that are placed on a board assigned to another group or organization.

TABLE SPACE IN CHAMBERS LOBBY

This space may be used by Davidson College organizations only. Representatives of political candidates or parties may use the lobby of the College Union only. Contact Lynda Daniels, (ext. 2174) at the College Union for reservation. The Physical Plant provides the tables themselves.

AGENTS AND CONTRACTS

Once the agent/artist is contacted, ask for the act's going rate and what the price includes, e.g. transportation, hospitality, hotel accommodations, the number of people in the party, sound, lights, etc. Ask specifics about technical needs. Do we have what they need? Will we need to hire out?

Helpful Hints to remember while negotiating:

Always say, in your initial calls, that you are making exploratory calls--that way the agent does not assume that you are booking and get you in trouble. Always be courteous and treat the performer or agent with respect. Always begin with a lower figure than what the agent is asking. Do not disclose your budget in the process. Ask if their price includes sound and lighting. Identify additional expenses, such as advertising, security, equipment rental, crews, hall rental, etc. Go over these in detail with the agent and with your advisor. Request additional promotional material such as 8 x 10 glossies.

Never make an offer unless you are authorized to do so.

Once the verbal negotiation process is finalized, the agency initiates original contract(s), signed by the artist or agent and is forwarded to Davidson. We then may renegotiate any portion, if necessary, and sign and return to the artist. **The Coordinator of Student Activities must sign all contracts for chartered organizations that involve the use of Student Activity funds. At least ten-day notice is required.**

Gina Nossel must have the original contract to generate the checks for payment of all involved fees. Make sure you know when set up time will be as well as sound check. Also find out food preferences of the party so that you can please them with hospitality.

Do not announce the event before the written confirmation is in your hands.

VEHICLES

THE MOTOR POOL

Members of registered student organizations may use motor pool vehicles owned or leased by the College to support official travel. Only Davidson College faculty, staff and students are permitted to operate Davidson's owned or leased vehicles. Users must possess a valid driver's license, must be physically qualified and be authorized to drive college vehicles by the Physical Plant. Students must be approved as drivers. Contact Public Safety at ext. 2178. For students involved in travel related to a registered student organization, approval of the organization's advisor or the Coordinator of Student Activities is required.

The Motor Pool has a number of vehicles that are available for daily rental. To reserve Motor Pool Vehicles, call the Motor Pool Desk, ext. 2595, Monday – Friday from 7:30am to 5:00p.m.

FUNDRAISING GUIDELINES

1. All on-campus sales to individuals (students, faculty and staff) by recognized student organizations or other College departments or entities must be approved in advance by the Director of the College Union and scheduled through the Master Calendar Scheduling Office in the Campus Center.
2. The merchandise or service offered for sale by the recognized student organization or College departments must be for the purpose of raising funds for the organization or for the benefit of a charitable organization.
3. Sales of any kind may not be in conflict with the normal merchandise and services of the college bookstore or other departments of the College.
4. Each campus organization is responsible for any fund-raising activity it sponsors and must put its name on all advertising associated with the sale.
5. Recognized student organizations, which enter into retail sales of merchandise or services are responsible for paying all taxes imposed by the State of North Carolina in connection with the sale of merchandise or services.
6. Applications for fundraising activities by recognized student organizations should be completed and submitted three weeks prior to the event to insure that there is enough time to evaluate the request and plan for the event.
7. An itemized revenue/expense projection must be submitted with the Authorization to Conduct Fundraising Application. See attachment for example.
8. The Director of the College Union and of Student Activities must approve all fundraising activities by student clubs and organizations. Contact William Brown, x2143.
9. An itemized revenue/expense statement must be submitted to the Student Activities Office within 7 days after the event.
10. All profits must be deposited (on the first working day after the event) into the organization's campus account.
11. Student activity fees may be used to pay expenses for activities at which fundraising occurs, however, the student activity fees themselves may not be donated.
12. Fundraising projects that involve solicitation of broad groups of parents, alumni, and friends of the College require coordination with Kristin Bradberry, Vice President for College Relations.
13. Only two fundraisers may take place at a time at the main doors of the College Union. Please schedule this with Lynda Daniels, Campus Calendar Coordinator, x2174.

Student Organization Authorization to Conduct Fundraising Form

Name of Organization _____

Student in Charge _____

Room Phone _____ Cell Phone _____ Email Address _____

Name of Advisor to Organization _____

Dates of Fund Raiser _____ Location _____

Account Number _____

Please fill out this form completely. Use additional pages if necessary.

1. Purpose of fund raising project:
(Who will it benefit & how will the funds be used?)

2. How will the funds be raised?
(Include the cost of items to be sold or services provided).

3. An itemized expense/revenue summary (and a copy of deposit slip of the profits) must be submitted to the Student Activities Office within 7 days following the end of the event.

Organization President or Leader

_____ Date _____ Approved _____ Denied _____

Organization Advisor

_____ Date _____ Approved _____ Denied _____

Club Sports Director (For Club Sports and IMAC)

_____ Date _____ Approved _____ Denied _____

Patterson Court Advisor (For Patterson Court Houses)

_____ Date _____ Approved _____ Denied _____

Director of the College Union and of Student Activities

_____ Date _____ Approved _____ Denied _____