

Reid State Technical College

Fundraising Policy

Requests to solicit other external funds, including student fundraising activities, must also have prior approval of the president. The Fundraising Form must be completed and approved by the appropriate departments before the activity can be publicized, promoted, sponsored, or undertaken. The approval chain, also outlined on the form, will begin with the department supervisor, and proceed through the Dean of Student Services, the Executive Director of Financial Services, and to the President. Once approved by the President, a copy will be returned to the sponsor of the event. The event sponsor is responsible for making sure a copy is kept in the Business Office and with Public Relations. The sponsor will be responsible for reporting daily funds to the business office. These funds are then deposited into an account established for student clubs/organizations. Expenditures of these accounts are held to the same policy and procedures as all moneys of the college. To use funds from these accounts the sponsor will need to use a purchase order.