



Policies and Procedures Manual

Title: Policy for Team Fundraising
Policy Administrator: Athletic Fundraising Coordinator
Effective Date: Mar-16-2009
Approved by: Director of Athletics

Purpose: The purpose of this policy is to outline procedures for individual sports teams and coaches to follow when allowed to raise funds outside of the normal budget process. It is not intended to be a general "Athletic Development Fundraising Policy." Teams will be allowed to raise funds in a way that will not be in competition with the College's Annual Fundraising Campaign. As a general rule, teams will not be allowed to raise funds to increase "slush funds." Fundraising efforts will be for a specific item, event or trip, and must be approved by the Director of Athletics.

Policy:

- 1.0A coach wishing to raise funds must submit, in writing, to the Director of Athletics a detailed outline explaining what the funds will be used for.
Example: trip out of budget, tournament, or equipment.
- 2.0 Upon approval, an account number will be set up with the Controller's Office to handle all transactions.

Procedures:

Fundraising Activities

- 1.0 At no time can a coach or player solicit donations from alumni or supporters. All such activity must be approved through the Director of Student Programs and Involvement.
- 2.0 Teams may conduct a variety of fundraising activities, such as selling merchandise, walk-a-thons, care packages, golf tournaments, clinics, raffles, etc. All such methods must be approved by the Associate Director of Athletics/Business Manager prior to fundraising.
- 3.0 Fundraising related to the student population, such as care packages for final exams, needs the approval from the Dean of Students' Office.

Accountability

All proceeds realized from the fundraising activities are to be submitted to the Associate Director of Athletics/Business Manager. Coaches or team members cannot set up any accounts outside the College or hold funds separately for any fundraising activities. All funds raised must be turned in directly to the Associate Director of Athletics/Business Manager for deposit into the appropriate College account. The funds can only be used for the designated purpose and must follow the same guidelines for College-budgeted funds.

Forms:

Title
Title

Related Information:

Title
Title

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