

Student Government Association and RSO Fundraising Guidelines

For the purposes of these guidelines, the term "noncommercial fund raising" refers to an income generating activity that is not conducted primarily for private business or personal profit.

Student Governments and Registered Student Organizations may engage in non-commercial fundraising on-campus.

The following provisions govern the collection of funds, the solicitation of donations, sale of materials, payment of dues, admission charges and the required financial accountability.

General principles:

- All fundraising events must have a defined purpose and must relate to the mission of the student government or registered student organizations. Funds raised may not be used for illegal purposes.
- College properties are not to be used for fundraising efforts for personal gain.
- All fundraising events must be approved by Campus Life at least 10 business days prior to the event.
- All fundraising events must be scheduled and staffed entirely by the membership of the sponsoring student organization. A visible sign indicating sponsorship must be displayed at all times.
- The College reserves the right to audit the financial records of Registered Student Organizations using College property to raise funds when a reasonable complaint of financial irregularity is made or when there are grounds to believe that funds raised on campus have not been used for the purposes of the organization or for the specific purpose for which the funds were raised.
- In the event that a fundraising activity loses money, the sponsoring organization remains accountable for covering all costs incurred by that activity by their pre-approved semester budget.
- The occasional sale of manufactured items is permitted only if the items are directly related to the mission and purpose of the organization; such sales should not compete with items sold by campus departments or vendors.
- Registered Student Organizations may not sponsor non-college vendors or commercial entities that promote the sales or solicitation of merchandise or products to the general campus.
- All Student Organizations must adhere to reasonable and prudent procedures for their financial affairs.
- Financial and in-kind support of activities sponsored by student governments and registered student organizations by for-profit organizations is not considered commercial

activity provided the primary purpose of such support is to underwrite a program or activity, as opposed to the promotion of a commercial product or service.

Fundraising examples:

- No bake sales.
- Food Sales that require refrigeration or heating to maintain health and safety are severely limited and must directly relate to a program or event sponsored by a Registered Student Organization. Contact the Office of Campus Life for more information.
- Sale of items that are hand crafted by members of the organization.
- Sale of non-commercial items specifically related to the purpose and mission of the organization. Use of official SC logos or graphics must comply with [Southwestern College and SC policies and procedures](#). Anything outside of that mark requires preapproval from Kaydee-Riggs Johnson and Terry Quiett. Additional file types can be requested from the Marketing and Communication Office. Approved purple is PMS 527. For more information contact the Southwestern College Marketing and Communication department.
- Sale of products with “value-added” such as flower delivery or candy sales on Valentine’s Day.
- Prize drawings are permitted only when tickets/chances are given away. Voluntary donations may be accepted but cannot be required in order to have a chance to win a prize. Raffles are not permitted. A raffle is the sale of a chance to win a prize.
- No gift cards, vouchers, or cash-prizes are permitted.
- Gambling is not permitted on campus.
- Carnival-like game booths may be held but no purchase or donation is necessary to participate in the contest. Anyone requesting a free ticket to play must be provided one.
- Services, such as a car wash.
- Films with copyright permission may be shown on campus. Voluntary donations may be collected. No purchase or donation shall be necessary for admission.
- “Blank”-a-thons that feature participation-based sponsorship
- Auctions and silent auctions in which no purchase or donation shall be necessary for admission.

Any questions regarding fundraising on campus should be directed to Student Life.

Update 06/16/2025:

- If the fundraiser is a recurring event, please submit the Event Approval Form and the Approval Request one time with all dates listed in the description. Please fill out the

Student Organization Fundraising Report From each time the event is held. Example:
Lemonade stand at each home football game, then list each home football date.

Process to request fundraising:

1. Fill out the [Event Approval Form](#)
2. Advisor and Campus Life Director fill out the [Approval Request](#)
3. Organization will receive official approval from SGA and the Campus Life Director
4. After fundraiser, fill out [Student Organization Fundraising Report Form](#)