



# POLICY

## Category

### 4-05 Financial Campaigns and Money Raising Projects

## Approval

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| LC Approved:12/14/12   |
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| Effective Date/BOT Approved: 12/14/12                        |
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| Revised: 12/14/12  |
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| Responsible Party: Vice President Finance and Administration |
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### (combining 2 policies: 2-62 Employee Fund Raising Campaigns & 4-05 Financial Campaigns and Money Raising Projects)

All financial campaigns or projects must be authorized by the Vice President of Finance and Administration and must be in accordance with the Board's policy on commercial activity. Student participation shall be limited to College sponsored campaigns or activities.

1. College wide financial campaigns for charitable and humanitarian purposes, or for the WSU TECH Activities Committee shall be coordinated by Human Resources in order to limit and combine efforts to avoid imposing on those being solicited for funds.

- a. An appropriate name, such as Student Friendship Fund, shall be given to each campaign.
- b. Campaign committee representatives shall determine the disposition of funds collected through this campaign prior to the beginning of the campaign. All funds must be processed through Financial Services.
- c. An employee shall give a signed authorization to Human Resources before a payroll deduction can be made.
- d. Campaigns conducted by individual charitable nonprofit organizations normally shall not be sponsored by the College. Student involvement in these campaigns either on or off campus must clearly identify the charity they represent, rather than the College, in their promotional activities.

2. Money raising projects conducted by students in behalf of clubs, classes, or other College organizations must have approval of the division/program Vice President or Executive Director.

- a. Prior planning through fund raising activity budgeting should keep money raising projects in proper perspective
- b. Projects involving students shall be approved only when such projects result in direct benefits to the students.
- c. Equal opportunity shall be assured for approved groups requiring money-raising projects.
- d. Projects shall be avoided which have strong coercive features or which possess lengthy excessive commitments of responsibility.
- e. Activities involving competition among students, including the awarding of cash and other prizes, are prohibited unless approved by the Vice President of Finance and Administration. Careful accountability of products and funds must be planned and

structured in order to protect all participants and College personnel. All funds must be processed through Financial Services.

3. Fund raising projects sponsored by college-related organizations must have the division/program administrator's approval if the funds are raised in behalf of the College or in the name of the College.

- a. The fund raising projects must be constructed with the educational goals of the College and the College in mind.
- b. Division/program administrators may approve staff participation in fund raising projects conducted in the buildings.
- c. Careful accountability of products and funds must be planned and structured in order to protect all parties involved in the fund raising.
- d. All expenses associated with the fund raising project will be charged directly to that project.

4. Other fund-raising activities are governed by the following Board policy: FS 3.0 Employee Fund Raising Campaigns.