



West Georgia Technical College

Fund Raising Procedure for Student Clubs and Organizations

Prior to any fund raising activities, approval must be sought from the club according to its bylaws and the GSGA organization advisor and/or Department of Student Life, Vice President of Student Affairs and WGTC's President and/or Institutional Advancement.

Fund raising activities must not interfere with WGTC Foundation fund raising efforts or be in violation of WGTC procedures or state and federal laws.

Fund raising may be used towards the club's normal expense of the organization, such as competitions and travel, etc. Special fund raising activities may be approved for an organization to donate to a worthy cause (such as for a needy family at Christmas, March of Dimes etc.)

Proper written records must be maintained for the fund raising activity and monies received. "Holds" in Banner will be placed on any student's Banner account when student has not turned in monies or items distributed for resale are not properly accounted for.

Fundraising Procedures for Student Clubs and Organizations

All fund raising efforts by a WGTC student club or organization must follow these procedures prior to being put into effect.

All fund raising ideas should be discussed and voted on by the student club or organization's officers and/or membership during a regularly scheduled or called meeting, according to the club's by-laws. Once the idea is approved, it should be reflected in detail in the official minutes of that particular meeting.

Next, the student club or organization president or designee, should fill out the Event & Poster online form. The form will ask for a description of the activity, initial cost, any soliciting, a date or dates of the fund raiser and particular purpose of the fundraiser. A copy of the minutes of the club meeting approving the fund-raiser must be uploaded to the online form. The form will be routed to the Department of Student Life and the Vice President of Student Affairs for approval. If appropriate the Vice President of Student Affairs will forward the fund-raising request to the WGTC President and/or Intitutional Advancement.

Organization advisors must deposit monies into their organization account through the cashier on their respective campus. The cashier will provide a receipt of deposit. Please keep for your records and send a copy to the Student Life Program assistant.