

# TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

<b>TITLE:</b> Student Fund Drives and Solicitations	<b>NUMBER:</b> 10-16AP
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65	<b>SEE ALSO:</b> <ul style="list-style-type: none"> <li>• <a href="#">Board Policy 10-12</a> and <a href="#">Administrative Procedure 10-12AP</a>: Student Code of Conduct</li> <li>• <a href="#">Board Policy 10-16: Student Fund Drives and Solicitations</a></li> </ul>
<b>UPDATED:</b> 02/21/14	

This procedure is written to allow registered student organizations and student teams to raise additional funding through drives and fundraising at Tallahassee Community College (hereafter TCC or the College). All funds will be deposited into the respected agency account.

### Who Can Raise Funds/Solicit

- Student organizations must currently be in good standing with Tallahassee Community College in order to fundraise or solicit on campus.
- The student organization or club must have an Agency Account or a Foundation Account with the College.
- There must be a Treasurer or Financial Officer within the organization that keeps thorough and accurate records of income and expenses.
- Individuals are not allowed to raise funds or solicit on campus unless it is for the purpose of student government elections.
- If two student organizations are co-sponsoring a fund drive, they must complete separate Fund Drive Applications and submit them together. The event will not be approved until both are received.

### Fund Drive Application

- Student organization must submit a Fund Drive Application Form to the Involvement Coordinator ten (10) days in advance of the fund drive.
- If the fund drive requires use of campus facilities or tabling space, this must be reserved through the SLICE Office ten (10) days in advance of the fund drive.

- You will be notified via email from the Involvement Coordinator of your application status seven (7) days before the desired fund drive.

Cash Handling

- The student organization must select one representative to handle money collection. This person must retrieve a lock-protected cash box from the Department of Campus and Civic Engagement.
- All cash collected must be kept in the cash box until it can be deposited successfully into the student organization's Agency or Foundation Account in a timely manner.
- After the fund drive, the Treasurer or Financial Officer must keep record of how much money was received, from whom, on what date, and for what purpose.