

Category: Operations

Division:

Department: [Click here to enter text.](#)

Policy Title: Fundraising

Policy Statement: Fundraising activities are necessary to support student academics and student activities. All fundraising ideas and activities must have prior approval. All proceeds from fundraising activities must be deposited in the Business Office. No club, team, or organization is allowed to have a separate bank account.

Annual events are conducted by the GCCC Endowment Association and the Broncbuster Athletic Association (BAA). The Endowment Association conducts an annual phonathon and an auction to raise scholarship funds. The Broncbuster Athletic Association (BAA) conducts an annual drive to raise funds for scholarships.

Procedures:

College clubs and organizations must coordinate their individual fund raising efforts with the Student Government Association, this includes asking for prizes and/or food for campus activities. SGA must approve the fundraising activity prior to the event.

All campus events such as Fine Arts Sale and Drama Productions must be approved by the Vice President of Instruction.

Athletic teams must seek approval from the Athletic Director prior to any fundraising activity or camp.

For all events:

All sales proceeds shall be deposited in the Business Office. When a fundraising event involves selling items, sales tax will be calculated by the Business Office and deducted from the total donation. The Business Office will remit all sales tax to the Kansas Department of Revenue.

All expenses should be paid through college funds, either with a Purchase Order or Purchase Card. Expenses include items such as; advertising, promotion, food, dorm, and supplies. Payment to individuals for work performed will be processed through payroll.

All activities must complete a fundraising activity summary.

Contacts: Chief Financial Officer

Approved Date: 9/1/2016

Policy History: [Click here to enter text.](#)

Keywords: fundraising, bank accounts, athletics, scholarships, endowment

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