



# LOUISIANA DELTA

COMMUNITY COLLEGE

## POLICIES & PROCEDURES

**Title: Student Organization Fundraising**

**Document Number: SS\_108**

**Effective Date: 01/2005**

**Revised Date: 4/24/2023**

**Department: Student Services**

**Louisiana Delta Community College Student Organization Fundraiser Policy**

### **I. Purpose**

The following policy describes the fundraising parameters for the Louisiana Delta Community College student organization. The fundraising policy exists to monitor the appropriateness and maximize the success of student organization fundraisers.

### **II. Fundraising Defined**

A fundraiser is any attempt by a recognized student organization to raise money for its own purposes to support a program or event or a non-profit organization. An **event and fundraiser permit form** must be completed for any such attempt to raise money.

#### **Reservation Procedure**

The Department of Student Success Services manages the approval process for student organization fundraisers. Student organizations must have official College recognition and be in good standing. The fundraiser must have the approval of the student organization advisor. Individual students, faculty, and staff are not permitted to host fundraisers.

Fundraisers must receive approval before requests for campus space campus and before the printing of marketing materials and promotional products. Groups are encouraged to complete an **event and fundraiser permit form** at least two weeks before the fundraiser.

#### **External Contributions**

Students must coordinate with the Foundation before soliciting external contributions or accepting a contribution.

**Funds/Cash Deposit**

Student organizations are required to deposit all proceeds from fundraisers directly to their official student organization account within 24 hours of the fundraiser. Failure to do so may lead to restrictions on fundraising activity, limitations to student organization fund access, and/or other consequences as deemed appropriate.

**Food and Beverage**

The Department of Student Success Services assumes no liability for food or beverages sold, exchanged, or given out as part of a fundraiser. All patrons of a fundraiser purchase and consume products at their own risk. "Bake Sale" fundraisers will only be permitted if the goods are pre-packaged and sealed from a kitchen or facility with a food safety inspection license or certification. Students are prohibited from preparing goods on campus or at home and then selling and distributing those items as part of a fundraiser.

**Gambling**

LDCC prohibits gambling, the sponsoring of lotteries, and the sale of lottery tickets. As such, no fundraisers in the form of gambling are permitted. This includes games of chance where money is exchanged, such as split the pot, raffles, games, etc., or any activity where winners receive cash prizes.

**Non-Cash Raffles**

Organizations conducting raffles must first obtain a gaming license as required by R.S. 33:4861.1.