

# CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

## Section I - Administrative

**SUBJECT:** FUNDRAISING ACTIVITIES

**REVIEWER(S):** Dean of Administrative and Financial Services\*  
Dean, Student Affairs and Enrollment Management

### **I. POLICY**

Student organizations and college committees may carry out limited and appropriate fundraising activities with prior approval.

### **II. PROCEDURE**

- A. All fundraising activities must be approved, at least one week in advance, by the organization's advisor or committee chair, and by the college president. If the event involves an outside vendor, any sales, or activities outside the Rankin Education Center, if it is an unusual or unique fundraising method, or if it involves retail sales of any sort, there will be consultation with Carolinas Healthcare System (CHS) officials and/or the Carolinas HealthCare Foundation prior to implementation. In those cases at least a month's notice is suggested. The number of fundraising activities that will be approved is limited, so organizations are encouraged to plan well in advance, and not to expend any funds until approval is granted.
- B. Appropriate fundraising is identified as fundraising which benefits CCHS, CHS-sanctioned charitable organizations, or student organizations or groups. Examples include the following: CCHS Development Fund, SNA, SGA, Phi Theta Kappa, class projects/fundraisers, and charitable organizations. To maximize the impact of CCHS contributions, fundraising for charitable organizations is generally limited to Children's Miracle Network, United Way, Arts and Sciences Council, and Levine Children's Hospital.
- C. Activities to be conducted outside the Rankin Education Center require the consent of the designated representative of the consenting institution as well as the parties listed in item one above.
- D. Fundraising promotion should be limited to notices in the newsletter and tasteful flyers/posters in the student lounge, the student café, on the refrigerator door, and in the designated flier-holders in the restroom stalls. Any additional advertising must be authorized by the dean of student affairs. No individual solicitation is permitted. The only fundraising use that may be made of personnel or student directories are those associated with alumni and development committee fundraising efforts.
- E. Fundraising for "outside" groups, causes, and interests: Personnel may not sell items for private profit in the workplace. Non-profit fundraising by personnel for "outside" groups is limited to kitchen table display which should be left in place for no longer than 10 work days. No office or bulletin board displays are permitted. In no case may students be solicited for contributions or may student contributions be accepted.
- F. Students may not conduct fundraising for "outside" groups, interests, causes, or for personal profit on the CCHS campus.
- G. No form of coercion will be tolerated. Donor recognition should be tasteful and of low visibility.
- H. Good taste and professionalism must be exemplified in all facets of fundraising.

I. The Fundraising Activities policy and procedure will be reviewed bi-annually.

**III. APPROVAL**

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_