

### **70-4 Organizational Fundraising Projects**

70-4-1 Purpose • 70-4-2 Policy • 70-4-3 Administration •  
70-4-4 Approval/Scheduling • 70-4-5 Exceptions

1. **Purpose.** The purpose of this policy and procedures is to set forth the guidelines for student organizational fundraising at Eastern New Mexico University System (the System).
2. **Policy.** All fundraising projects shall be legal, and the type of events shall reflect favorably upon the organization and the System.

The foregoing purposes and policies are implemented by the following.

#### **Procedures**

3. **Administration.** These policies and procedures shall be administered by the vice president for Student Affairs or positional equivalent at the branch community college.
4. **Approval/Scheduling.** All fundraising projects must be approved by the vice president for Student Affairs or positional equivalent at the branch community college before being conducted. The following matters shall be considered in the approval process and should be addressed in the application for approval:
  - A. The type, purpose, location, date and time of activity shall be determined before the presentation;
  - B. The number of fundraising activities by the requester during the academic year shall be considered;
  - C. Projects shall be scheduled one (1) week before the activity and before any financial commitment is made; and
  - D. Approval by the dean of the college for institutional activities (e.g., solicitation of funds for band uniforms), approval by the organization's sponsor and/or advisor, and approval by other areas involved (e.g., Food Service, Housing, Department of Public Safety, etc.) shall be obtained prior to the event's approval by the appropriate area administrator.
5. **Exceptions.** Ticket sales or raffles relating to solicitations of donations shall not be approved as fundraising projects. Instead, these projects will be considered a service to the System or community.

Approved by the Board of Regents on May 12, 2006.

Amendments approved by Board of Regents, March 13, 2020