

PERSONAL FUND RAISERS BY STUDENTS ON CAMPUS

Effective Date: October 28, 2004

Responsibility: VP Student Services

Amends Policy dated:

Policy Number:

Scope: Students

Students wishing to hold a fund-raising event for personal gain on the Burman University (Burman) campus are subject to programming guidelines in accordance with policies outlined in the Student Handbook.

Permission for the event will be from the Campus Life Committee (CLC). Request forms may be obtained in the Student Services Office. Ample time should be allowed to process the request. The Calendar of Events lists the dates when the CLC meets.

Advertising for the event should not take place before the event has been approved by the CLC.

Students desiring use of the Administration Building Chapel will book the chapel through the Student Services Office and follow the guidelines stipulated for faculty use of the chapel.

A Burman faculty/staff member will be selected by the student to sponsor the fund-raising event. This sponsor will collect the proceeds of the event and forward the funds to the finance/student finance office for processing.

Processing of event proceeds by student finance should occur in the following manner:

1. Individual student event coordinator: proceeds are credited to the student's school account or a pre-approved account
2. Group of students as event coordinators: proceeds are equally divided and credited to the student's school accounts or pre-approved accounts.

In the case of an event for the promotion of an approved subject or item, the proceeds collected are to be handled jointly by the student coordinator(s) and a representative of the Student Services office, or designate.