

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 9.5.6.1  
Related Policy: 9.5.6  
Title: Fundraising by Student Clubs, Organizations, and/or Affiliations  
Responsibility: Director of Student Engagement

Original Approval Date: 08-16-1995  
Last Cabinet Review: 01-31-2018  
Last Revision: 01-31-2018

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President

## **Fundraising**

Only officially, recognized organizations at Horry-Georgetown Technical College have the privilege to raise funds on or off campus. In order to do so, all student organizations must complete a Fundraising Request Form and obtain approval at least two weeks prior to the fundraising initiative. Club Advisors may obtain the Fundraising Approval Form via WaveNet on the “My Employee” tab under “Employee Information and Forms”

There must be a specific purpose for the fundraising initiative and the purpose must be clearly stated on the form.

All fundraising efforts must be approved by the Club’s Advisor(s), Director of Student Engagement, Vice President for Student Affairs, and the College President or his/her designee.

## **Donation Solicitation**

Only officially, recognized student organizations at Horry-Georgetown Technical College have the privilege to solicit donations on or off campus for the purpose of underwriting the cost of their respective club’s activities and events. In order to do so, all student organizations must complete a Donation Solicitation Form and obtain prior approval at least two weeks before the donation solicitation activity. Club Advisors may obtain the Donation Approval Form via WaveNet on the “My Employee” tab under “Employee Information and Forms”

There must be a specific purpose for the donation solicitation and the purpose must be clearly stated on the form.

The Club's Advisor(s), Director of Student Engagement, Vice President for Student Affairs, and the College President or his/her designee must be notified and approval sought prior to any donation solicitation activity.

It is the responsibility of the authorized Club Advisor to ensure compliance with College Policies and Procedures; including but not limited to the Student Code of Conduct.