

PROCEDURE

Number: 52-12
Title: Student Fund Raising Activity
Responsibility: Student Services
Original Approval Date:
Last Cabinet Review: 6/3/2025
Last Revision: 6/3/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 50-37 Student Life

Other:

Procedure Description

Purpose

To provide a uniform record-keeping method for fundraising activities.

Procedure

1. Students representing the organization seeking to sponsor a fundraising activity may obtain appropriate forms from the Student Life Office and/or the Campus Life Web page: <https://www.fdtc.edu/campus-life/student-organization-application/>
2. The fundraising request form will be completed by designated members of the student organization and the advisor. The fundraising request form must be submitted to the Student Life Office.
3. Following approval by the Director of Student Life, the form is forwarded to the AVP for Student Engagement and Success, and the Vice President of Student Services, for final approval.
4. Notification of the final approval will be forwarded to the Organization Advisor, the Director of Student Life, and the Business Office.