



Northlands College Policy Student Fund Raising

POLICY STATEMENT


Northlands College recognizes the need for students to fund raise for extra curricular activities. Because the college’s good name and logo is used for the fund raising activity and often the activity is done on college premises, the college should maintain control of the activity.

GUIDELINES

1. All activities must be reviewed by the program Coordinator and approved by the Director. Once approved it is the responsibility of the fund raising committee to ensure all provincial and municipal regulations are met.
2. All activities will require a proposal and budget.
3. The use of the college’s good name will be limited to acceptable activities and to the sort of activities that will take into consideration the promotion of a healthy lifestyle.
4. All funds raised will be expended as per proposal. Once the funds have been raised, fund raising will cease.
5. The funds should be maintained in a bank account. Bank accounts cannot use or contain the name Northlands College.
6. When the sale of goods produced by a program occurs, the money earned after all costs have been recovered (e.g. freight, supplies) should be used towards student fundraising goals.

PROCEDURES

1. Every class/program that wishes to fund raise will be required to submit a list of activities and a budget along with a written request (Schedule A) to their Instructor and program Coordinator for approval. If approved by the Coordinator, the request will be submitted to the program Director for final approval.

Policy Originated: April 1997	Approved by: President & CEO
Last Approved: January 2018	Signature: 



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Schedule A

Instructor: _____	Program: _____
Date: _____	Student Financial Representatives: _____

Reason for fundraising:

Budget:

List of activities for fundraising:

_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Instructor</i>	Date	Recommended for approval
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Coordinator</i>	Date	Recommended for approval
_____	_____	Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>
<i>Director</i>	Date	

Please note: Northlands College will not be held responsible for any purchases made on credit that result from this proposal.