Student organization finances.

Purpose. This rule establishes procedures and guidelines for student organization finances.

Funding guidelines. It is expected that all organizations will be financially self-sufficient. Sources of income may include:

1. Dues or fees charged to members. Organizations may decide to charge members for participation. This fee must be set fairly and must not be used to discriminate against membership.

2. Campus events. Organizations may raise funds by charging admission for club-sponsored campus events. Organizations will have the opportunity to partner with the student activities office in the promotion of major campus social events.

3. Fundraising. Any registered student organization wishing to engage in sales or fundraising on campus must complete a student organization activities request form and return it to the student activities office. This request must be approved a minimum of ten days in advance of the event; however, organizations are encouraged to seek approval at the earliest possible date. The student organization activities request form should include the name of the organization, a brief description of the fundraising activity, the date and time period for the activity, the location of the activity, and what set-up is required. Also, the form should indicate if refreshments will be available, if money will be raised through the activity, the use of the revenue, the names and phone numbers of the organization’s advisor(s) and other members responsible for fundraising, the best time to reach the individuals, and the organization’s president’s and advisor’s signatures.

(a) Solicitation and sales. The college permits registered student organizations to supplement their resources by selling or soliciting certain commodities or services. The student activities office does not provide funds for these commodities or services.

(i) Sales. The activity of exchanging a product or service in return for money, goods or other services. Sales within a registered student organization’s own membership do not fall within this rule. Individuals may not sell among the general college population while on college property unless as part of a project sponsored by a registered student organization or college department. Sales are permitted inside buildings only from behind tables, which have been previously reserved through a maintenance request work order. Outdoor sales are permitted provided that free flow of traffic is not impeded and the area has been scheduled through the student activities office. Food sales by student organizations or outside vendors are expressly prohibited in food service areas. A member of the sponsoring organization or college department must be present at the sale site at all times. Members of student organizations and college departments directing or participating in the sale must be currently registered for classes or be employed by the college.

(ii) Solicitation. Any effort to ask for donations or contributions of money, goods, services or written advocacy of a cause. Solicitations limited to the membership of a particular registered student organization do not fall within this rule but are governed by the group’s own regulations. Individuals may not ask for donations or contributions of money, goods, services or written advocacy of cause unless sponsored by a registered student organization or college department. Solicitation is permitted inside buildings only from behind tables, which have been previously reserved through a maintenance request work order. Outdoor solicitations are
permitted provided that free flow of traffic is not impeded, and the area has been scheduled through student activities.

(b) Outside vendors. Sales by outside vendors are prohibited unless directly sponsored by a campus office or student organization. The use of outside vendors by student organizations may be approved for events after a student activities request form has been submitted and approved by the coordinator of student activities.

(c) Raffles.

(i) Anything (except alcoholic beverages), which may legally be purchased in Ohio, may be raffled by a student organization to raise money for some designated purpose. A raffle is defined as the selling of chances to win a prize.

(ii) A student organization wishing to conduct a raffle must complete a student organization activities request form. At that time, the project or activity, which will be benefited by the raffle proceeds, must be specified.

(iii) The organization must have sufficient funds in its account to cover the cost of all prizes being offered in the event that the raffle does not generate sufficient funds to pay for the prizes offered.

(iv) Numbered tickets may be obtained through the student activities office. There is no charge for the tickets, however, all unused tickets must be returned to student activities and all ticket sales must be accounted for.

(C) Account guidelines. All student organizations must maintain their accounts through Owens Community College’s bursar’s office. Organizations that do not have an account may set one up by completing a new student organization club account form.

(1) Deposits. All monies collected by an organization may be taken directly to the bursar’s office for deposit. A cash collection statement with the signature of the person with budgetary authority should accompany the deposit. This slip shows the name of the organization, amount of deposit, and the date. A copy of the receipt from the bursar's office will be given to the organization.

(2) Disbursement of funds.

(a) Funds may be withdrawn from the organization’s account to pay for events or supplies for activities.

(b) A direct pay form, supported by documentation of what the funds will be used for, with the signatures of the advisor and person with budgetary authority (two signatures required), should be sent to accounts payable in the procurement office by the advisor. Direct pay form requests must be received in the procurement office by twelve p.m. on Mondays. Checks are available to be picked up at the business affairs office on Fridays of the same week after ten a.m. (Holidays, etc. will necessitate changes to these deadlines.)

(c) The organization’s advisor is responsible for obtaining receipts to verify how much was spent and that funds were spent properly. Extra funds must be redeposited in the organization's account.

(d) If any organization’s member orders good or services or if the member spends his/her own money on something for the organization, the college will not honor that order or
reimburse that expense unless the student activities office has previously approved it. Sales tax will not be reimbursed.

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Daniel R. Hauenstein
Certification

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Date

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