

Policy No. 2-83**Subject: Fundraising by Student Organizations**

Last Revised: 8/1/2025

Historical Status: new

Division	Policy Manager	Administrative Supervisor	Reference
Instruction and Student Services	Dean of Student Services and Enrollment Management	Vice President of Instruction and Student Services	VHCC Policy 2-72, VCCS Policy 6.4.5

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to conduct fundraising by student organizations in a manner that is ethical, accountable, and in alignment with the VHCC mission.

II. PERTINENT INFORMATION

- A. VHCC promotes the development and operation of student organizations and clubs to engage students in co- and extra-curricular activities consistent with mission of the institution.
- B. The Virginia Highlands Community College Educational Foundation (Foundation) is recognized as a separately incorporated, affiliated organization of VHCC whose mission, as stated in its Articles of Incorporation of the Virginia Highlands Community College Educational Foundation, Inc., is compatible with and supportive of the mission, goals, and educational philosophy of the VCCS and VHCC.
- C. Notwithstanding any funds allocated by VHCC, student organizations may engage in fundraising activities with the Foundation in accordance with this policy.
- D. For the purposes of this policy, all references to fundraising and similar terms refer to monies earned, donated, or otherwise acquired by VHCC student organizations.
- E. This policy does not anticipate every possible issue that may arise when student organizations engage in fundraising; therefore, the College may enforce additional restrictions and/or requirements for time, place, and manner of fundraising activities.
- F. Student organizations are governed by VHCC Policy 2-72 and VCCS Policy 6.4.5.

III. DEFINITIONS

IV. GENERAL GUIDELINES

- A. All fundraising activities must be approved in advance by VHCC and coordinated with the Foundation.
- B. All funds raised will be administered by the Foundation.
- C. All funds raised must be used to support the approved mission and objectives of the student organization. Personal gain is prohibited.
- D. All fundraising shall not compete with ongoing fundraising activities conducted by the Foundation.
- E. All food sales for fundraising require prior approval by the supervisor of Wolf Grounds Coffee Shop to avoid competition with ongoing food sales.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Dean of Student Services & Enrollment Management the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. VHCC Policy 2-72
- B. VHCC Policy 1-21
- C. VCCS Policy 6.4.5

VII. OPERATING REQUIREMENTS

- A. Approval of Fundraising
 - 1. Organizations must submit a written request at least two (2) weeks in advance to conduct a fundraising activity to the Dean of Student Services & Enrollment Management. The request must include:
 - a. Date, time, location,
 - b. Detailed description of the activity,
 - c. Names of organization's members and sponsors responsible for the activity,
 - d. Plan for internal controls related to cash and checks received as a part of the fundraising, and
 - e. Any additional resources requested by the organization from VHCC such as:
 - i. Facilities
 - ii. Marketing (print, digital, or social promotion)
 - iii. Personnel (housekeeping, Buildings & Grounds, or security)
 - 2. The Dean or their designee will coordinate with the Foundation prior to approving or denying the request.
- B. Ethical Conduct

1. All fundraising activities shall be conducted in a professional and ethical manner.
 2. Activities shall not inconvenience or harass members of the VHCC community or the general public.
 3. All representations made during fundraising activities must be accurate and truthful.
 4. All fundraising will comply with local, state, and federal law.
- C. Financial Accountability
1. Upon completion of an approved fundraising event, the student organization will submit report to the Dean of Student Services & Enrollment Management the total funds raised.
 2. All funds must be deposited into the organization's official account held by the Foundation.
 3. The Foundation will provide ongoing financial reports for fundraising to the Dean and the President's Cabinet as requested.
- D. Prohibited Activities
1. No fundraising that violates VHCC or VCCS policies; local, state, or federal laws will be approved.
 2. Fundraising that involves gambling, raffles, or lotteries without proper authorization.
 3. Fundraising that promotes or endorses alcohol, tobacco, cannabis, or illegal substances.
 4. Solicitation of funds for personal gain of organization members.
- E. Enforcement
1. Failure to comply with this policy may result in suspension or termination of the fundraising privileges and/or club sponsorship.
 2. The Student Engagement Office and the Foundation are responsible for enforcing this policy.