

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Solicitations (FI)	Section F: Students	Page(s): 1
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Solicitations	Policy: FI	
Subtitle: None	Date Adopted: 9-28-2020	

Purpose

To create a process by which student organization may fundraise or solicit funds on campus to further enhance their club activities.

Procedure

Registered student organizations with agency accounts may conduct fund raising/solicitation activities on College property.

Solicitation activities must be approved by the Office of Student Life at least three (3) business days prior to advertising the activity or the activity taking place. The proposed solicitation activity shall be submitted on the Fundraiser Request form (located on the Student Life webpage). Solicitation activities cannot disrupt the environment, educational processes, or other activities on campus.

Student organizations cannot co-sponsor activities on campus with non-college for profit enterprises or organizations. Fundraisers may not be conducted for private gain.

Types of Solicitation:

1. Admission to Events / Programs - When admission is charged for attendance at an event, the event cannot have been paid for by any form of student fee revenue.
2. Raffles / Lotteries - In most cases, raffles and lotteries are prohibited by Texas law. To find out if your group qualifies to host a raffle/lottery, contact the Office of Student Life.
3. Food / Beverage – All food items must be individually wrapped. If homemade, a disclaimer must be posted at point of sale or distribution. Disclaimer available at Office of Student Life.

All proceeds from fundraisers must be deposited into the club agency account within one (1) business day. All proceeds must be kept in safe and secure location until deposit can be made.

Date Prepared: 11-9-20 (LMc)

Revised Date: 10-25-22 (LMc)