COLLEGE POLICY

Policy No. & Title:	**C-417 Fundraising Events**
Policy Sponsor:	Vice President, Operations
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2027-04-30

Purpose
To establish the protocols for hosting fundraising events associated with the College.

Scope
This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

This policy does not apply to College students or employees in Online campuses.

Definitions
N/A

POLICY
1) Students may wish to participate in fundraising events during their time at the College. The College recognizes the importance of such worthwhile endeavors and encourages all students and staff to get involved in their communities and support local charities.
2) The College shall ensure such activities are organized and run according to the College and the registered charities policies/procedures/guidelines.
3) Students may only solicit donations outside of the school if the cause is a Registered Charity. A list of Registered Charities can be found at: http://www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html
4) The charity must be contacted in advance to make them aware of the fundraising activity/event. If there is actual donation canvassing involved, the charity must approve the canvassing activity in advance.
5) The Campus Director/Remote Education Director must approve all activities in advance (*i.e.,* – CD/RED must confirm that steps 3 and 4 were followed) and provide written confirmation to the campus organizer.
    a) ONLY the Campus Director/Remote Education Director has the authority to speak to any organization about what the College can or cannot do to assist the charitable organization.

6) If applicable, any marketing, press or PR activities must be coordinated through Marketing.
7) If applicable, any government or community relations activities must be coordinated through Government and Community Relations.
8) No fundraising by individual students is permitted on Campus.

Related Policies

C-425 Campus Outreach & Morale
C-407 Guest Speakers
P-215 Solicitation & Fundraising

Supporting Documents/Forms

Special Note: There is no associated Procedure with this Policy