

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	SOLICITATION OF GIFTS BY STUDENT ACTIVITIES, CLUBS & ORGANIZATIONS	Procedure Number: 10-3-105.2
Institutional Authority:	President	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	10-3-105	

Approved: _____


President

Date

Adopted: 01/07/2013

Date

Revised: _____

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

The President or the Director of the Aiken Technical College Foundation shall authorize all fundraising activities conducted by the College in general or any of its clubs or organizations in particular.

Fundraising activities are considered to be, but not limited to, the following:

1. An event or activity where a charge is made to enter or participate (e.g., a basketball tournament, concert) with the proceeds going to support the College or a College organization of its activities.
2. Sale of merchandise (such as candy, baked goods, flowers, etc.)
3. Requests for money, equipment, or supplies.
4. Contest requiring a fee to enter, the profits from which will go to support the organization or its activities.

Appropriate activities include any activity, which is consistent with the mission of the College, serves the mutual interest of the College and its students, and maintains the moral and ethical standards set by the College including the use of donor funds for stated purposes.

Requests for approval to conduct a fundraising activity shall complete a Request for Fund Raising Activity form which is available on the ATC Foundation portal page or in the Aiken Technical College Foundation Office (attachment)