1. A Fundraising Request Form must be completed by all recognized student organizations a **minimum of three weeks** prior to the proposed fundraising event.

2. All Fundraising Request Forms shall be approved by the Student Life Program Manager, Vice President, Student Success, and the Vice President, Administrative Services.

3. All proposed fundraisers that involve the sale of food items require notification be sent via e-mail to the Food Services Manager no later than 48 hours prior to the event.

4. No advertising for any proposed fundraising event may take place until the official Fundraising Request Form has been signed by all required parties approving the activity.

5. A copy of the signed and approved Fundraising Request form must be onsite for the fundraiser and in the Office of Student Life.

6. All LSC-Tomball signage and posting policies apply to the advertising and promotion of fundraising events.

7. Food sales may require a permit from the City of Tomball and/or Harris County. Compliance with all state, county and city codes is required before the event can take place. Check with the Office of Student Life.

8. All fundraising requests are considered on an individual basis.

9. All funds collected must be deposited at the Bursar’s Office the day of the event with the required deposit form. All raised funds must be deposited in the organization’s 2010 account. After hours deposit bags will be available from the Office of Student Life or the Bursar’s Office.

10. A monetary report is due to the Office of Student Life no later than 48 hours after the event.

11. Student organizations should strive to vary their fundraisers and to be creative in their making.

12. The student organization request approval for a fundraiser must be in good standing with the Student Government Association and the Office of Student Life.

13. Funding raised monies must be tracked separately from Student Activity Fee allocation money. At the end of each semester any group that has conducted a fundraiser must submit a financial report documenting the expenses from both the fundraised money and Student Activity Fee money.

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- This policy is subject to change without prior notification.
- Please encourage your students to “do their homework.” They need to have a plan in place when they submit their request. If not, we may have questions which will slow the processing time.
- If you have any questions please contact me at shannon.l.marino@lonestar.edu.