

Guidelines for Fundraising:

Student clubs/organizations, Greek Societies, and departments/offices are encouraged to sponsor fundraising events. To do so, they are responsible for clearing each event/effort via *"The Great Chart—Scheduling Request Form."* Peddling and soliciting of any kind, by students and other individuals, is not permitted on campus, including in the residence halls and theme houses. Guidelines for fundraisers are listed below.

1. Only a recognized and registered campus club/organization, Greek Society, or department/office may sponsor a fundraiser.
2. The fundraising activity must have an educational, charitable, or cultural purpose consistent with the purposes of the College and its status as a tax exempt, not-for-profit institution.
3. The sponsoring club/organization, Greek Society, or department/office must obtain permission from the supervising College administrator and the Campus Programs and Events Office. Off-campus solicitation must also be cleared with the Campus Programs and Events Office.
4. Requests to hold a fundraiser must be submitted at least two weeks in advance via *"The Great Chart—Scheduling Request Form"*.
5. Fundraisers for personal gain are strictly prohibited.
6. Fundraisers on campus may only be held in the lobbies of Mott Hall and the Kirk Center.
7. *"The Great Chart—Scheduling Request Forms,"* used to schedule a fundraiser, are available in the Campus Programs and Events Office and the Mott Faculty/Staff Lounge.
8. Funds raised must be deposited into an approved S.A.C. account at the Campus Programs and Events Office. These funds will then be deposited and receipted through Olivet College's Business Office to ensure proper auditing and record-keeping. In addition, monetary and other gifts must be receipted through Institutional Advancement in order to ensure proper accounting and acknowledgement of gifts received.