

	NEPN Code: JJE-R/STI
Policies and Regulations	

Students

Student Fundraising Activities

The Southeast Technical Institute President or designee shall provide annually to STI staff the policies and regulations relating to fundraising activities so that all staff understand their responsibilities regarding fundraising.

Before approving any fundraising activity for STI, the President or designee shall review with the organization and/or fundraising participants a plan that includes the method of fundraising to be used, the vendors or businesses involved, and the purpose for which the funds will be used. A signed acknowledgement, stating that the fundraising organization understands STI policies and the procedures regarding fundraising, shall be on file in the President's or designee's office.

Southeast Technical Institute

1. Fundraising efforts at STI shall be of direct benefit to the students or institute programs.
2. The President or designee must approve specific fundraising activities and the use for which the funds are being raised.
3. Institute organizations shall be required to complete a Fund Raising Request form and submit it to the President or designee for approval.
4. Fundraising activities will have minimal impact on instructional time.
5. The sale of products or pledges toward non-school organizations of which students are members shall be prohibited on school premises. No advertising of such activity shall be permitted, and selling on campus shall be prohibited.
6. The dollar amount of mark-up over the cost of products being sold by fundraising groups will be disclosed to the reseller selling the product where appropriate. This information will be communicated to potential customers so that a decision may be made whether to purchase the product or make a cash contribution.
7. The school name shall not be used in the promotion of individual business concerns or particular products.
8. Students who are involved in fundraising activities are encouraged to identify themselves as members of institute organizations.

9. The organization participating in fundraising activities shall be responsible for paying sales tax either by paying sales tax at point of purchase or by collecting sales tax from the purchaser and remitting the taxes to the South Dakota Department of Revenue.
10. All money raised will be deposited in a Trust & Agency account.
11. At the end of every school year, a year-end financial report will be submitted to the President from all groups or organizations involved in fundraising. The report will include the sources and uses of funds and any balances left over.

RELATED POLICIES

JJH/JJH-R/STI – Student Travel

STI Regulation	Board Action
approved: 2/9/04	33746
revised: 3/26/07	34684
reviewed: 2/22/10	35625
reviewed: 05/12/14	36909