

Approved student clubs and organizations as well as the Student Government Association (SGA) and Student Activity Fee Allocation Committee (SAFAC) provide valuable experiences to students by fostering student leadership development, career opportunities, and community relations. These activities are considered to be an integral component of the total educational experience at Blackhawk Technical College.

While these experiences are supported financially through student activity fees, additional funds are often needed to help with educational and social activities. Therefore, the Blackhawk Technical College District Board authorizes the Student Government Association (SGA), Student Activity Fee Allocation, and sanctioned student organizations and clubs to conduct fund raising projects to supplement funds received from student activity fees.

All fund raising projects shall be compatible with the mission of the College and promote a positive image of BTC. The District Board directs the SAFAC, under the supervision of a designated College staff person, to establish and publish guidelines governing fund raising activities. All fund raising projects shall comply with these guidelines.

The District Board further directs that, in compliance with Wisconsin Statutes 38.12(2), all proceeds from fund raising projects shall be turned over immediately to the College's Business Office so the funds can be deposited in one of the College's designated depositories. The President/District Director shall ensure that all necessary records, according to Wisconsin Technical College System Board regulations, and sound accounting practices and procedures, are created and maintained. The College shall ensure that, as necessary, fund raising records are examined and disclosed annually as part of the District's audit of student activity accounts.

The organization or club conducting a fund raising project shall maintain complete records of all revenues and expenditures. Such records shall be made available for inspection upon request. Any payments for fund raising expenditures shall have the approval of the President/District Director or designee. The treasurer of the organization/club and a designated College staff person shall co-sign payments for any expenditures for fund raising projects.

Student organizations and clubs that knowingly and/or repeatedly fail to comply with the guidelines established by the SAFAC, maintain the necessary financial records, or turn over all fund raising proceeds for deposit, may be disciplined and could lose their College sanction. Loss of sanction means the organization or club will not be allowed to operate or receive student activity funding. Student organizations and clubs have the right to appeal any de-sanctioning decision using the established Student Complaint/Grievance procedures.

# STUDENT ORGANIZATIONS FUND RAISING

J-732

Reference: Wisconsin Statutes Chapter 38.04(11)2(b) & (bm) and 38.12(2)  
Wisconsin Technical College System Board Financial Accounting Manual

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