



## Middle Georgia State University Student Fundraising Process and Procedure

1. The Middle Georgia State University (MGA) Foundation is a nonprofit organization chartered to raise dollars in support of MGA programs **ONLY**. Therefore, we cannot raise money for any other organization.
2. Students who wish to fundraise for a specific Middle Georgia State University program may do so with the consent and authorization of the MGA's Advancement office, with prior authorization by the appropriate academic or program director/supervisor.
3. While the primary responsibility of the Advancement office is to raise funds for priority needs and projects identified by the President, Foundation Board, MGA leadership team and Academic Directors, the Advancement office is happy to assist students in support of their programs. For planning purposes, Advancement suggests that program supervisors and participating students provide at least two to three months lead-time for the planning and securing community sponsorships for specific programs or events. Recommended lead-time is for maximum success due to the multitude of competitive requests that many donors receive from nonprofits.
4. Any student-organized event that is part of a specific MGA program must complete the MGA fundraising request demonstrating procurement of requested authorizing signatures and approvals.
5. Any acceptance or receipting of donations (whether cash, check or credit card) at an event or student activity must follow the MGA Foundation donation-handling policies and guidelines and be pre-arranged with the Advancement office.
6. An Advancement representative **must** attend and oversee any MGA program fundraising by students that occurs at an off-campus event. If students are promoting a specific fundraising opportunity on campus, they may not take donations directly. Students must make donation acceptance arrangements in advance with the MGA Advancement office.
  - a. As needed, the Advancement office will create special donation cards for attendees to complete when making donations specific to MGA programs.
  - b. In cases where t-shirts or other items are to be sold on campus as a fundraising strategy, students may have a promotion table for the event highlighting the sale of t-shirts; however, those who wish to purchase t-shirts will be referred to the MGA's business office as a part of the appropriate **purchasing and payment process**. However, the fund collection process, payment and "Item" delivery responsibilities will reside with the "sponsor" of the club or entity raising funds.