



Student Organization Funding + Fundraising Handbook

2022-2023

INTRODUCTION

The Student Organization Funding & Fundraising Handbook has been created to guide prospective and registered LCAD student organizations in regards to funding and fundraising.

Information in this Handbook is subject to change without prior notice.

Contact Us:

Office of Student Life
Main Campus Administration Building
Second Floor
2222 Laguna Canyon Road
Laguna Beach, CA 92651

studentlife@lcad.edu

(949) 376-6000 ext. 245

STUDENT LIFE MISSION

To cultivate leadership and professional development through purposeful and inclusive programming.

STUDENT LIFE VISION

To be a leading model of co-curricular engagement for a commuter campus and art + design centered student body.

STUDENT LIFE VALUES

- Advocacy
- Inclusivity
- Leadership
- Support

LCAD NAMING AND SYMBOLS

The LCAD name and logo represent the spirit and image of the College, and must be treated with respect. College sanctioned events and/or organizations assume full responsibility for using the College's name and logo correctly and consistently. No individual, group, or sub-organization may use the LCAD name and logo without prior authorization from the Office of Student Life, except to identify institutional affiliation.

FUNDING + FUNDRAISING

EVENT FUNDING REQUESTS

- Registered student organizations are eligible for up to \$200 per semester. A [Student Organization Event + Funding Request Form](#) with a budget spreadsheet must be submitted for approval to the Office of Student Life for organizations seeking funding support.
- The Funding Request Form must be submitted no less than 10 business days prior to a student organization-run event. **The Funding Request Form will be forwarded to LCAD Student Life for evaluation and approved/denied within 3-5 business days.** The Office of Student Life reserves the right to approve or deny funding such as in accordance with the mission and values of LCAD.
- The Office of Student Life will reach out to the organization regarding the status of their funding request with an “approved,” “not approved,” or “more information needed” email.
- Student organizations must provide an accounting of how the allocated funds were used, and any unused Student Life funding money will not be rolled over to the following semester.
- Submit the Funding Request Form via my.lcad.edu → Student Life → Student Life Forms.

FUNDRAISING GUIDELINES + POLICIES

- Fundraising is the process of soliciting financial support for the student organization (or for a charity) and can be an essential way for student organizations to bring in revenue supporting their organization’s mission. Fundraising allows student organizations to build relationships, bring in foundation support, and attract new members.
- LCAD *is not* legally responsible for the management of funds raised by student organizations, although LCAD provides general oversight of the organizations. Organizations are responsible for managing their funds appropriately, such as by opening a separate account (i.e., Paypal) to collect and maintain funds.
- Student organizations *must* obtain approval to fundraise at any campus event from the Office of Student Life and the department chair (if applicable) prior to the fundraising activity. Please visit my.lcad.edu → Student Life → Student Life Forms to complete the [Fundraising Request Form](#) (must be completed at least 10 business days prior to the proposed fundraising event).
- Charging admission to an event/program, *must* obtain approval by the Office of Student Life through submission of the [Fundraising Request Form](#).
- Student Organizations *may not* create and sell merchandise that include the LCAD name or logo without express written permission.
- Fundraising may be conducted for the purpose of charitable giving to charitable organizations external from LCAD.

- Any money raised for external non-profit organizations *must* be donated directly to that organization, through their website or through the organization's affiliated representative.
 - Student organizations *must* provide proof of fundraised amount, along with proof of donated amount.
- Funds raised through fundraising *must* be used for the purposes of the organization and not for individual student or organization member need(s).
- Fundraising by a student organization is not considered fundraising by LCAD, which is a registered 501(c)(3) organization.
 - While LCAD can and does issue tax receipts for charitable gifts, donors to student groups *will not* be issued tax receipts unless they donate directly to LCAD as an entity.
- All approved fundraising events held by registered organizations *must* report their earnings after each fundraising event and will be required to participate in a meeting facilitated by the Office of Student Life near the end of the academic year (April).
 - Failure to participate in the required end of year fundraising meeting may result in suspension of the registered student organization for the next academic year.
- All unused organization fundraising money *must* be stored in the organization's monetary account and must be rolled over to the next academic year for use.

TABLING

- Student organizations are invited to set up table(s) on Main Campus or Big Bend Campus to promote their group, fundraise, and/or engage in a community service-centered initiative. Student organizations *must* complete and submit a [Fundraising Request Form](#) via my.lcad.edu at least 10 business days prior to the date you would like to table. The Fundraising Request Form is located on my.lcad.edu → Student Life → Student Life Forms.

FUNDRAISING: WHAT'S NOT ALLOWED

- Door to door and classroom solicitation at any of LCAD's campuses.
- Fundraising that is disruptive inside or outside of the classroom.
- The use of crowdfunding platforms (i.e. GoFundMe) by the organization.
- Fundraising for an individual that is not affiliated with a non-profit 501(c)3 organization.
- Fundraising that will go to any individual affiliated with Laguna College of Art and Design.
- Fundraising for any candidate in political office, political campaigns, or politically grounded organizations/causes.
- Fundraising that supports discriminatory beliefs, hate, violence, or goes against the mission of LCAD.
- The California Penal Code 330-337 forbids lotteries, raffles, drawings, and gift enterprises that are schemes to dispose of or distribute property by chance among persons who have paid to be considered. It is a misdemeanor, not only to sell lottery

tickets but also to print, advertise, publish, manage, draw, or provide facilities for lotteries. There shall be no sale of raffle or lottery tickets on campus, within LCAD-managed facilities, or at affiliated events. A drawing or raffle *may* be conducted if entries or tickets are available at no cost to participants. Off-campus events are also subject to this prohibition.

USE OF FUNDRAISING MONEY

Student organizations *must* use fundraising dollars only for purposes of the organization or for a charity. Any use of the organization's funds for personal or illegal use is subject to suspension of the organization, and members and advisors may be subject to disciplinary action.

Contact studentlife@lcad.edu to learn about fundraising methods and to ensure that your fundraising event(s) align with the mission, vision, and values of LCAD and the Office of Student Life.