

# **Pine Technical College Policy and Procedure**

**Policy Number:** 308 REV 2 **Date:** 04/04/00 **Revision Date:** January 28, 2008

**Division/Department:** Student Affairs **Author:** Robert Musgrove R1: Nancy Mach and Ron Scherman

**Subject:** Student Club Bank Accounts

## **Authorities:**

### **Purpose:**

Pine Technical College programs and divisions supervise and mentor student organizations and clubs in order to provide extra-curricular experiences for the study body. As such, these groups are tied to and identified with the college. Such clubs and organizations conduct fund raisers and generate revenue for their activities. It is the intent of this policy to establish safeguards and to insure accountability for the funds raised and used by these organizations.

### **Policy:**

The college will establish a uniform set of guidelines for the handling of funds raised by and in the care of student clubs and organizations. The Business Office and Student Affairs will insure that these funds are properly accounted for and handled in an appropriate manner.

### **Procedure:**

1. Each student organization or club will have a sponsor from the faculty or staff of PTC.
2. Fund-raising by said organizations will be conducted in accordance with MnSCU Policy 5.15.
3. Student clubs and organizations accounts must all be handled through the PTC Business Office in accordance with MnSCU policy. Student organizations cannot maintain bank accounts separate from the college.
4. Each club and organization will have a cost center budget.
5. Organizations requesting funds from their cost center budgets must complete a material requisition.
  - a. Material requisition requires two signatures: faculty or staff sponsor along with the club or organization president and/or secretary/treasurer.
  - b. Regular financial reports must be made to the membership, with a copy forwarded to the Dean of Students.

### **Responsibilities:**

1. Faculty or staff sponsors will supervise the activities of the student organization, including and especially fund-raising and the handling of proceeds and other funds.
2. Faculty or staff sponsors will be familiar with the requirements of MnSCU Policy 5.15.

**Dissemination:**

1. Regular dissemination to all faculty and staff.

**Reviewed by Executive Cabinet:** 04/24/00

**Reviewed by Faculty Senate:**

**Reviewed by:**

**Approved:** 04/24/00

**Revision reviewed by Leadership Team:** 01/28/08

**Reviewed by Faculty Shared Governance:** N/A

**Approved:** \_\_\_\_\_ **Date:** 01/28/08

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