

Student Organization Fundraising Guidelines

The United Tribes Technical College (UTTC) Student Government Association (SGA) and Student Club Organizations may engage in fundraising on campus.

- The UTTC Vice President of Campus Services approves all fundraising at campus events, including concession sales. Club advisors will email the request to fundraise to the Vice President of Campus Services at least 5 days prior to the event.
- The SGA and Student Club Organizations may conduct fundraising activities on campus for the benefit of the student organizations, as agreed upon by club membership and recorded in club meeting minutes.
- Sales of raffle tickets for the purpose of student organization fundraising must be conducted solely on the UTTC campus. Any student organization that chooses to sell raffle tickets off campus must apply for a gaming permit from the City of Bismarck. An application must be approved, and a fee paid, prior to conducting the raffle. For more information: <https://www.bismarcknd.gov/743/Gaming-Permit-Approval>.
- In the event a student fundraising activity loses money, the sponsoring organization remains accountable for covering all costs incurred by that activity.
- The sale of manufactured items is permitted only if the items are directly related to the purpose of the organization and follow the UTTC Branding Policy. Contact the UTTC Bookstore Supervisor for more information regarding the UTTC Branding Policy.
- All student organizations must follow the UTTC Finance Policy for financial processes, including reporting and receipting cash. Contact the UTTC Chief Financial Officer for more information regarding the UTTC Finance Policy.
- Food sales, including bake sales, must follow the UTTC Catering Policy. All monetary proceeds will be receipted by the Finance Office and credited to the appropriate account. Contact the UTTC Vice President of Campus Services for more information regarding the UTTC Catering Policy.
- Any student organizations involved in food sales must have at least one person present at the fundraising event that has ServSafe (food handler) certification.
- The UTTC SGA schedules Student Club Organizations for concessions sales at the Thunderbird basketball home games. At the beginning of each academic year, an SGA sub-committee will randomly assign the Student Club Organizations to a home game on the schedule calendar. There will be a first choice and an alternate club for each game. In the event neither club is available to sell concessions on that date, the SGA Vice President will email all Club Representatives. The first Representative to respond will be assigned to sell for that game. Organizations selling concessions at Thunderbird home games will split 50% of the revenue with the Athletics department. The Athletics department will provide all of the supplies for the concessions.