No. DG-05

Title:	Fundraising Policy
CLASSIFICATION:	Director General
FIRST ADOPTED:	January 22, 2025
MODIFICATION/REVISION:	April 14, 2025

Article 1 Purpose

The purpose of this policy is to inform the Dawson College community (hereinafter the "Dawson community") of the fundraising guidelines and to ensure:

- All fundraising by Dawson College (hereinafter the "College") is consistent with the College's mission and values.
- The prioritization of fundraising efforts benefitting the Dawson community.
- A high degree of coordination is maintained to avoid duplication in the College's solicitations.
- All fundraisers receive College approval.

Article 2 Definitions

Budget Centre: A means of managing funds for college-related activities. Budget centres are created and overseen by the Finance Department and are decentralized throughout the administrative structure of the College via the delegation of the appropriate signing authority.

Fundraising: Any revenue generating activity supporting a charity, organization, or College activity.

Article 3 Roles and Responsibilities

Campus Life Office: Oversees fundraising initiatives on campus. It strives to improve the quality of student life on campus through activities that offer educational, sociocultural, recreational, and leadership opportunities.

Dawson Foundation: Supports an enriched learning experience for College students through the Awards and Scholarships Program and by funding innovative initiatives. It collects funds from fundraising initiatives attached to College budget centres.

Dawson Student Union (DSU): Represents the College student body. It creates opportunities for students to get involved in campus life through different activities, such as student clubs, developmental experiences, social events, etc. The DSU collects and disburses funds raised through student-group-led fundraising initiatives.

Director of Student Services: Responsible for review and application of the policy, as well as the approval of individual fundraising initiatives.

Academic Dean: Responsible for review of fundraising initiatives attached to program activities or competencies.

Student Groups: In the context of this document, student groups include the Dawson Student Union (DSU) and officially recognized student clubs.

Article 4 Scope

This policy applies to all fundraising initiatives at the College. It concerns the solicitation of donations by student clubs, sport teams and all other recognized College groups for the support of College activities, as well as for approved external charity organizations. Fundraising for specific political parties, religious institutions, military causes and/or individual benefit is not permitted on the premises, and therefore, not part of the scope of this policy.

Article 5 Guidelines

5.1 Approval

With the exception of certain College activities, all fundraising initiatives must be approved via the Campus Activity Request Form, available in the Campus Life Office. The College reserves the right to cancel fundraising activities at any time for reasons including, but not limited to, security, resource scarcity or failure to adhere to College policies.

5.2 Cashless Transactions

All fundraising must be cashless (i.e., using card payments) unless an exception is approved by Campus Life for specific circumstances.

5.2 Table Reservations

Fundraising table requests are made via the Campus Activity Request Form available in the Campus Life Office and are not allowed during the first and last weeks of each semester.

5.3 Table Priority

Reservation priority is given in the following order: College activities, internal fundraising, and then external or charitable fundraising efforts.

Article 6 Categories of Fundraising Activities

6.1 College Activities

These may include, but are not limited to, fundraisers to support athletics, vernissages, para-academic activities, or any other entity within the Dawson community that has an assigned budget centre.

Organizers of fundraising initiatives attached to College budget centres must use a card payment machine provided by the Dawson Foundation. If authorized, any cash transactions must be recorded in the card payment machine.

The Dawson College Foundation receives all fundraising proceeds for College activity fundraising and will transfer funds to the respective College budget centre as needed.

6.2 Student Group Fundraising for Internal Purposes

This may include, but is not limited to, fundraising initiatives organized by the DSU or officially recognized student clubs. The funds raised for or via these groups will be collected and disbursed by the DSU. Organizers of such efforts will provide information about their event while completing the Campus Activity Request Form at least five business days before.

Student groups are permitted up to 60 fundraising events per term, to be distributed in an equitable manner by the DSU.

Once the fundraiser is approved, organizers will pick up their approval document from the Campus Life Office before the event and display it for its duration. Failure to do so may result in the cancellation of the event.

6.3 External/Charity Fundraising

To obtain approval for fundraising that benefits external organizations or charities, the organizers must submit a completed Campus Activity Request Form available in the Campus Life Office, 10 business days prior to the event. The following information is required to complete the form:

- The fundraising goal and how it aligns with the mission and values of the College.
- The name of the charity which will receive the funds, as well as links to their website and active social media accounts.
    - A maximum of three total fundraising initiatives per charity/organization will be permitted each semester.
- Declaration that all funds raised will be sent to the named charity/organization.

Fundraising groups are strongly encouraged to choose a charity that is registered with the Canada Revenue Agency.
It is preferable for funds raised for these initiatives to be deposited directly with the organization and/or charity.

Article 7 Ethics, Transparency and Compliance

7.1 Ethics and Integrity

All fundraising activities must comply with College policies and legal requirements, ensuring ethical standards are maintained. Violations may result in event cancellation and disciplinary action.

7.2 Transparency and Reporting

Fundraising organizers must securely handle funds raised, keep accurate records and submit a summary to the overseeing body (Campus Life Office or DSU) within five business days of the event.

7.3 Conflict of Interest

Individuals involved in fundraising must disclose any potential conflict of interest to maintain integrity in all activities.

Article 8 Guidelines Specific to Food Sales

The organizers of fundraising initiatives that involve food sales must also have a valid permit from the ministère de l'Agriculture des Pêcheries et de l'Alimentation du Québec (provided to them by the College or the DSU). This permit must be visibly displayed on or near the fundraising table or cart (in the event of a mobile food sale). If no permit is displayed, the organizer will not be allowed to continue their activity.

Food sales taking place in the Upper Atrium are permitted on Tuesdays and Thursdays from 9:00 a.m. to 4:00 p.m. and must adhere to the following guidelines:

- Within the same day, a maximum of two food sales are permitted, one being sweet and one being savory to avoid competition.
- Store bought items are not permitted, with the exception of Krispy Kreme or any other food vendor offering a fundraising program.
- Homemade goods must clearly identify the ingredients to accommodate food allergies and other dietary restrictions.
- All food sales must be meat free due to strict food-handling government guidelines.
- Only food that has been cooked or prepared prior to the event can be sold.

Organizers must provide their own sustainable serving supplies (gloves, napkins, plates, cups, etc.).