

**Criteria for Student Organizations to receive tax-deductible gifts through
Hillsdale College 501c 3 status
For use with Club Sports**

Appendix D

Premise: If the activities of the student organization are educational in nature, approved by the college, and provide a benefit to the student members, the college may accept a tax-deductible gift on behalf of this student organization. If a donor submits funds for an organization, which has not met the following criteria, Hillsdale College will not receipt the money as a gift and will inform the donor a gift receipt cannot be issued.

Accounting: Each organization must be set up as a restricted account. (21-23xxxxx-300000) All gifts would be receipted to this restricted account. All expenses associated with the gift would be charged to this account. Balances would be available as of each month end to the advisor upon request. An accounting of expenses would be mailed to the advisor upon request. The current treasurer, advisor, and controller must sign all disbursements from this fund. If the organization ceases to exist for two years the remaining balance in the account will go to the unrestricted operating fund of the college.

Fund Raising

1. All activities requiring fund raising must be described in writing before making any commitments or contacting any donors.
This should include:
 - a. A description of the activity and time frame
 - b. A budget of revenues and expenses
 - c. Funding sources
 - d. Method of soliciting giftsThis information must be submitted to and approved by the Club Sport Director and the College Controller.
2. All fund raising plans, including any contacts to be made, must have prior approval of the Alumni Office. Notification of the approval must be sent to the Controller's office.
3. If the organization would like to be included in an annual general fund raising activity a written request must be submitted each year by October 1st.
This request should include:
 - a. A list of the current officers and current advisor
 - b. Purpose of the organization
 - c. The current activities or schedule
4. If the Club receives donations, without solicitation by the members, the above "**criteria**" must be submitted in order to receipt the funds as a tax-deductible gift. This procedure will initiate the proper accounting process.
5. If a Club engages in fund raising activities without full approval as described in this document, Club activities may be suspended, or Club status may be revoked and all gifts moved to the general student activities account.