

United Tribes Technical College

Student Clubs/Department Fundraising Event Guidelines

Student clubs and organizations at United Tribes Technical College (UTTC) may conduct fundraising activities to support their missions, as approved by club members and recorded in official meeting minutes.

All fundraising must be approved by the UTTC Vice President of Campus Services. Clubs must follow all campus policies.

Step-by-Step Guide to Hosting a Fundraiser

1. Plan and Discuss the Fundraiser

Get club approval during a meeting (record it in your minutes). Choose a type of fundraiser (e.g., bake sale, raffle, merchandise), and plan event details (date, time, location).

2. Review UTTC Policies

You must follow these key policies:

- Finance Policy: All cash handling and reporting must follow UTTC financial procedures. Contact the UTTC Chief Financial Officer with questions.
- Catering Policy: Food-related fundraisers must follow UTTC food safety and sales guidelines. All proceeds go through the Finance Office and are credited to your club account.
- Branding Policy: Sale of merchandise must align with your club's purpose and UTTC branding rules. Contact the UTTC Bookstore Supervisor for more info.
- Social Media Policy: refer to the employee handbook

3. Types of Fundraisers Allowed

Food Sales & Requirements

- A. **Home-Prepared (Cottage Foods Act):** If you're selling baked goods or other homemade items that don't require refrigeration (e.g., cookies, breads, cupcakes), you must follow the North Dakota Cottage Foods Act.
<https://www.hhs.nd.gov/health/food-and-lodging/cottage-food>
- You must display the following sign at your booth or on labels: "This product is made in a kitchen that is not inspected by the state or local health department."

- B. Commercial Kitchen Use (5 Tribes Community Kitchen):** If your club is cooking or serving food from the 5 Tribes Community Kitchen (Skills Center), you must:
- Submit the Facility Use Inquiry Form:
<https://uttc.edu/facility-use-inquiry-form/> (No emailed requests will be accepted)
 - Have a valid Food Handler's Card - Required for all individuals (students, volunteers, staff) working in the kitchen.
 - Get certified here: <https://www.ihs.gov/foodhandler/>
 - Follow Instructions to Get a Food Handler Card:
 - Create an account and register
 - Select "Food Sanitation Training Course"
 - Under "Where are you preparing/selling food?" select "School"
 - Complete the 20-question multiple choice quiz
 - Pass with a score of 70% or higher
 - Email your certificate and score to your club advisor
 - Submit Guidelines and Contract for Kitchen Facilities
 - Important Notes:
 - Student clubs are responsible for supplying all ingredients and supplies, but are open to use the commercial kitchen equipment.
 - SAFS classes have priority use. The kitchen is not available before 5 PM on Tuesdays and Thursdays.
 - Submit Facility Clean-Up Check List after using the commercial kitchen
 - Cleaning procedures must be followed.
 - A \$150 cleaning fee applies if the kitchen is not left in satisfactory condition.

Concessions & Resale of Pre-Packaged Goods

- A.** During the sales of concession items and resale of prepacked goods must follow important guidelines:
- commercially packaged/factory sealed (e.g. chips, soda, bottled water, candy bars).
 - No food preparation or repackaging items
 - You follow all UTTC fundraising and finance procedures, including:
 - Submitting a Fundraising Permit Form
 - List of items and selling prices
 - Depositing all proceeds through the Finance Office
- B.** The SGA Fundraising Chair is responsible for scheduling student club organizations to manage concession sales at Thunderbird home basketball games. Clubs will be randomly assigned to available game dates on the schedule calendar.
- If a club is unavailable for their assigned date, the SGA Fundraising Chair will notify all club representatives via email. The first club to respond will be assigned to sell concessions for that game. The originally assigned club will be given another opportunity to fundraise at a future game, if available.
 - If no clubs volunteer to cover the open game, the SGA will manage the concession sales for that event.

- C. Student Clubs can request to use the SGA popcorn machine for popcorn sales through sga@uttc.edu. Clubs using the popcorn machine must have valid food handlers for students operating and serving popcorn. SGA will provide the popcorn kernels, oil, and bags for student clubs, but does not guarantee it. Student Clubs may also purchase their own supplies for the popcorn machine.

Apparel, Merchandise, & Branded Items Approval

A. Branding Policy

- All designs must be reviewed and approved by College Relations before ordering or promoting any items.
 - Design review and approval process
 - Branding guidelines (e.g., official colors, logo placement, etc.)
- Do not place orders or promote items with UTTC branding until designs are fully approved.

B. Outside Vendors:

- You may use a vendor of your choice, including the UTTC Bookstore. However, all vendors must be approved and added by the Finance Department.
- If using an outside vendor, all merchandise designs must still go through College Relations for approval to ensure branding compliance.

C. UTTC Bookstore:

- The Bookstore is considered a vendor and must also go through the College Relations approval process for any orders it places on behalf of departments or clubs.
- Contact the UTTC Bookstore Supervisor if using as a vendor:
 - Get a Price Quote & Invoice
 - Assists with various options and availability of requested items
 - Include a description of the merchandise, including the design and intended purpose.

D. Club Responsibilities

- Follow branding policy, finance policy, and fundraising guidelines.
- Set your selling price and estimate potential revenue.
- Maintain inventory records, including quantities sold and remaining stock.

Raffles & Bingo

- A. Raffles and bingo must comply with North Dakota state law and Burleigh County regulations, in addition to UTTC internal policies. Please review and follow the guidelines below carefully:
- Both raffles and bingo require a Local Permit from Burleigh County.
 - The application must be submitted by a club advisor or department sponsor, not individual students.
 - Applications must be submitted at least 5 days prior to a scheduled Burleigh County Commission Board Meeting to allow for internal and county-level

processing. This includes the permit application, all required paperwork, and the associated fee.

- Meeting Schedule Burleigh County Commission:
<https://www.burleigh.gov/government/county-commission/schedule/>
 - Please note: Commission meeting agendas are finalized on the Wednesday of the week prior to the meeting, so timely submission is essential to be included on the agenda for approval.
 - Apply and find more information at:
<https://www.burleigh.gov/departments/auditor/raffle-requirements/>
 - Copy of Official Minutes authorizing raffle.
 - Statement detailing uses of proceeds.
 - Copy of charter or by-laws.
 - Proof that organization has been in existence for at least two (2) years.
 - List of prizes and dollar value.
 - Date, time and place of drawing.
 - Application and \$10.00 fee.
 - Once approved: A permit number will be assigned by the Burleigh County Auditor's Office.
 - The organization will receive the approved documents and permit.
 - A copy will be forwarded to the ND Gaming Division for state records.
 - Keep a copy of the approved permit for UTTC documentation.
 - Signatures are required for gift card/certificate winners
 - Clubs must apply for a local permit for **every** event including raffles and bingos.
- B. Important Notes:
- You cannot host raffles or bingo without a valid North Dakota permit.
 - Do not advertise or sell tickets until all approvals (ND + UTTC) are in place.

4. Complete the Fundraising Permit Form

Your Club Advisor must fill out the UTTC Student Organization Fundraising Permit Form.

- Submit at least 2 weeks before the event via Adobe Sign
- Send to: VP of Campus Services with CC to the SGA Advisor: sga@uttc.edu

Required Attachments for Permit Form (if applicable):

- Menu & selling prices of food, apparel/merchandise, supplies, and materials
- Copy of Approved ND Local Permit (for raffles & bingo)
- Food Handler certificates
- Facility Use Inquiry Form (Optional - 5 Tribes Community Kitchen)
- Guidelines and Contract for Kitchen Facilities (if applicable - 5 Tribes Community Kitchen)

After Your Event

- Clean up the event space (especially required if using the kitchen)
- Submit any financial documentation as needed
- Work with your club advisor to track all income and expenses properly

Requesting Facility Spaces or Cafeteria Catering

Clubs can request facility use and catering through submitting a request to the following links:

- **Reserving a Space:** <https://uttc.edu/facility-use-inquiry-form/>
- **Requesting Catering:** <https://uttc.edu/student-life/student-resources/cafeteria/contact-the-cafeteria/>

Questions?

Contact SGA Advisor(s) email: sga@uttc.edu

Please refer to the Fundraising Permit Form to begin the approval process.