

MEMORANDUM

TO: Steering Committee

FROM: CSCC

RE: Student Organization Fundraising Policy

DATE: October 2021

Charge: Steering asked CSCC to read and provide comments on the [student organization fundraising policy](#) issued by the General Counsel. If CSCC raised no objections or concerns, or if the objections or concerns could be resolved in consultation with the General Counsel, then CSCC was to send Steering their recommendation to affirm the policy by December 2018.

If concerns arose beyond those that could be resolved after consulting with the General Counsel, CSCC was to seek input from the Faculty Senate, the Council of Deans, Academic Leaders, and Student Government, as well as other individuals and offices deemed appropriate by CSCC. CSCC was to solicit Tier II Testimony during Spring 2019.

Testimony: Tier II from Faculty, Staff, and Students

Upon initial review, CSCC raised concerns with the policy that could not be resolved in consultation with the General Counsel. Thus, CSCC sought input from relevant individuals, groups, and offices. Moderate testimony via email communication and in-person solicitation was gathered from the campus community.

CSCC received testimony from Thomas Ballard (Student, '19) and Jim Spencer (Office of Advancement). Thomas Ballard described concerns with how the new policy requires student organizations to bank funds solely with the Student Finance Board. Jim Spencer discussed how part of the policy describes the need for students to seek approval from the Office of Student Involvement before giving away or selling something with the TCNJ brand.

CSCC received testimony from Liz Bapasola (AVP for Student Affairs, Advisor of Student Government) who reviewed that the reason references to other policies were included was to provide information pertinent to event planning. She shared a flow chart of how things could be communicated more easily. CSCC Chair (2019-2020) Erin Ackerman, revised the flowchart and

created a decision tree to reflect three areas: 1) Pre-event approval and planning; 2) Event; and 3) Post event financial processing.

After collected testimony from relevant individuals and groups, CSCC drafted a list of preliminary recommendation that was shared with Kelly Hennessy (Interim Assistant Vice President to Student Affairs, Student Services), Sean Stallings (Student Affairs), and Dave Conner (Director of Student Involvement) who then made [revisions to the policy](#) according to the concerns that were raised.

Recommendations: Recommendations reflect areas of concern gathered during testimony:

- Define "business day" for the students.
- Clarify the process for requesting a room and for obtaining approval for fundraising.
- Clarify whether Student Organizations can post announcements about a fundraiser before receiving approval for the fundraiser.
- Clarify whether copies of ads or correspondence are a requirement for approval.
- Add the posting policy to the Related Documents section.
- CSCC drafted a flowchart to clarify steps in the process and suggested that it be added as an appendix after section E. Location and before section F. Handling of Funds.

TCNJ Governance Processes

Step 1–Steering issues a charge

Step 2–Governance prepares a Preliminary Recommendation

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

Step 3–The Relevant Stakeholders provide Testimony

Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see below) assigned to the issue by Steering. For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body. Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

Step 4–Governance prepares a Final Recommendation

Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must re-submit a preliminary recommendation to the campus community. When the committee or council has completed the final recommendation, it should forward it to the Steering Committee. The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee

responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

Step 5–Steering considers the Final Recommendation

Step 6–The Provost and/or President and Board consider the Final Recommendation

Step 7–Steering notifies the Campus Community Testimony

For a complete description of all steps and of the testimony tiers, see Governance Structures and Processes, 2017 Revision, pages 21–24.