

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, S.C. 29409

MEMORANDUM  
NO. 11

03 November 2003

REGULATIONS COVERING FUND-RAISING ACTIVITIES

1. PURPOSE:

This memorandum is concerned with all fund-raising activities conducted by Citadel students, Citadel employees, Citadel clubs and organizations, and related foundations.

The President of The Citadel has final responsibility for Citadel fund-raising activities involving students, faculty and staff organizations, and related foundations. No individual member of the faculty, staff, College of Graduate and Professional Studies, Corps of Cadets, or related foundations is authorized to initiate any fund-raising activity with individuals or groups unless the project is coordinated in advance with and approved by the President or designee, except as herein provided.

2. TYPES AND USES:

Cadet clubs and organizations are authorized as part of their officially approved status to raise funds for the use of their organizations through the following means:

- A. Dues paid by members.
- B. Members soliciting from their own parents donations specifically for the organization.
- C. Arranging through the Director of Cadet Activities to the Commandant to sell merchandises for profit in the lobby of Mark Clark Hall under such rules as the Director may establish.
- D. Work projects or services undertaken for compensation with:
  - 1) the approval of the club/organization president and faculty advisor,
  - 2) the understanding that all proceeds from the work will accrue to the organization,

3) the understanding that no donations, per se, shall be solicited.

E. Solicitations for marathon races, bike-a-thons, various relays, and similar physical competitions of the type designed for donors to commit in advance to give specified amounts to winners or to give a certain amount for each increment—for example, \$.25 per mile cycled—may be undertaken with:

1) the approval of the club/organization president and faculty advisor,

2) the approval of the Commandant through the Director of Cadet Activities,

3) the understanding that, unless specifically authorized, all commitments shall be arranged and collected only on campus.

F. Arranging to sell through the Gift Shop or the contract concessionaire for athletic events merchandise supplied by the organization with an agreed-to profit there from allocated to the club/organization.

3. Notwithstanding the above, those organizations and the four SCCC classes are not to undertake projects that require large sums of money or depend on extensive fundraising. Rather, members should contribute from their personal resources all funds required for organizational functions, good works projects, and the like.

4. Funds may not be raised by raffle, except by the related foundations.

5. Individuals not employed by The Citadel and entities other than officially chartered Citadel organizations are not authorized to raise funds on campus. However, the Director of Cadet Activities may permit sales of merchandise in the lobby of Mark Clark Hall by off-campus, nonprofit organizations that have rendered service to The Citadel of a caliber that warrants an exception to the foregoing.

6. Neither employees of The Citadel nor others, including students, are authorized to solicit funds or make sales on campus, whether door-to-door in the quarters areas or office-to-office in administrative, shop, or academic buildings.

7. The Annual United Way Fund Drive is the principal charitable fund-raising effort on The Citadel campus. Certain other worthy charitable fund drives may be approved by the President.

8. Provisions of this document apply off-campus in the sense that, except for such activities as enumerated in 2.D. above, no solicitations or sales to raise funds are permitted.

9. No sales or solicitations shall take place in the barracks.

10. Fund-raising activities not specified herein must be approved by the President of The Citadel. Annex A is the form required.

11. RESCISSION:

Memorandum No. 5, dated 23 April 2001, is rescinded.

FOR THE PRESIDENT:

OFFICIAL

CHARLES B. REGER  
Colonel, USAF, Retired  
Executive Assistant to the President

---

Frank A. Shannon III, Executive Director  
The Citadel Foundation

---

J. Stannard Hurteau, Executive Director  
The Citadel Brigadier Foundation

---

Michael F. Rogers, Executive Director  
The Citadel Alumni Association

# SOLICITATION COORDINATION FORM

**CLUB/SPORT/GROUP:** \_\_\_\_\_

**CONTACT INFORMATION FOR SOLICITOR:** \_\_\_\_\_  
(name, phone, email, etc. - please print clearly)

\_\_\_\_\_  
**PURPOSE OF SOLICITATION:** \_\_\_\_\_  
(specific need for funds)

**SOLICITATION DOLLAR GOAL:** \_\_\_\_\_

**PERIOD OF SOLICITATION:** \_\_\_\_\_

**SCHEDULE FOR MAILERS/CONTACT MADE:** \_\_\_\_\_

\_\_\_\_\_  
**WHO IS TO BE SOLICITED:** \_\_\_\_\_  
(please attach a mailing and phone list also)

**NOTES ON PROJECT/COPY OF SOLICITATION PIECE** (please attach):

---

## OFFICIAL USE ONLY

**Approval Of Supervisor Of Club/Sport/Group:**

\_\_\_\_\_

**The Citadel Foundation Approval:**

\_\_\_\_\_

**President's Office Approval:**

\_\_\_\_\_