

## SGA Policy Regarding Category 3 Clubs and Fundraising

Cat 3 clubs are allowed to collect funds from members and other donors to supplement university funding. However, there are rules surrounding this practice.

While fundraising, clubs can collect payment one of the following ways: 1) cash, 2) credit card (only if your club submits a request to set up a POS system), or 3) a check made out to Liberty University with the club's name in the memo. **Online payments via Venmo or Cash App or similar platforms are not permitted.** This applies to member dues and fundraiser events.

### If hosting a fundraiser event:

Your club's faculty advisor (NOT a student) must submit the Fundraising Request Form at least 14 days prior to the event. To proceed, the request must be approved by administrators.

- The Fundraising Request Form can be accessed [here](#).
- Once open, select the blue "Submit A New Request" button at the bottom of the page to start a new request. Simply follow the steps given to finish the form.

### To deposit cash:

After you have collected cash funds, to access them **you must deposit them at the Cashier's Office located in Student Services at Green Hall**. To do this, fill out an envelope with the following information, and take it to the Cashier's Office with the cash from the fundraiser inside of it.

Envelope information: Fund/Org/Account

Fund – 124XXX (contact treasury or faculty advisor if you do not know your club's fund #)

Org – Q2000 (General Cat 3 Clubs) or Q2005 (Cat 3 Sports Clubs)

Account (choose one of the following)

- Fundraiser: 589099 (other revenue)
- Donations: 531006 (general donation)
- Dues: 589008 (general club dues)

Additionally, please write your name, club name, phone number, and liberty email on the envelope. After the funds have been deposited, please email Meesha Hickson ([mnhickson@liberty.edu](mailto:mnhickson@liberty.edu)) with all the information you provided to the Cashier's Office and request that the funds be transferred from the revenue account into your general supplies account.