

# Western Technical College

## Guidelines for Service-Learning/ Fundraising/ Community Project:

- Donations to a project are not considered a Western tax-exempt donation. Only donations to the Western Foundation are eligible for tax exemption status. Work with the benefitting agency if concerned about tax-exempt status.
- Promotion of alcohol and/or tobacco is prohibited at all times. This includes:
  - Western hosted event cannot be held at bar or tavern.
  - Alcohol cannot be present at a Western hosted event.
  - Alcohol or tobacco cannot be used as prizes at a Western hosted event.
  - Marketing cannot include any alcohol or tobacco references including any sponsor with a Western hosted event.
- If Western students will be collecting money for an organization or fundraising project, students will need to meet with Business Services Office via phone or in person to be granted approval. (608-785-9121)
- All activities with food being served or food related fundraisers must follow food handling guidelines:
  - May sell and/or serve **non-potentially hazardous** foods and products that are made and contained by a licensed producer and are sold or served in the original container and do not require temperature control. (Examples include individually wrapped bagels, non-dairy or non-cream-filled baked goods like cookies, donuts or brownies, individually packaged chips or popcorn.)
  - Individuals or groups wanting to serve or sell **potentially hazardous** foods will need to work with Western Food Service Staff to be granted approval.
- All events and Western participants will comply with the Student Code of Conduct.
- Any benefitting organization, agency or group needs to be notified and approve the activity prior to activity taking place.
- Any printed use of Western logo or name in advertising must be approved by the Communications & Marketing Department.
- Any marketing or publicity reference to Western must use Western rather than WTC.

Project Notification Form: <http://goo.gl/Vo0sxx>

*Needs to be completed at least 1 week prior to any planned and organized activity.*