

Livingston CARES

Policy

Guidelines for Project Holding Accounts

These guidelines apply to SUNY Geneseo students engaging in civic engagement and volunteer activities who are working on programs that are not sponsored by existing SUNY Geneseo recognized student organizations. Projects must be approved in advance by the Center for Community and fundraising efforts must also be registered and approved by the Department of College Union & Activities. Copies of the approved paper work (project approval and fund raising forms) must be submitted to Livingston CARES for approval by the Board of Directors.

Funds generated through civic engagement and volunteer activities will be deposited in a separate Livingston CARES sub account. No service fees will be charged for holding funds or paying bills but interest generated from such funds will accrue to the general fund of Livingston CARES and will not be credited to the project.

Funds generated through civic engagement and volunteer activities will be released only for the intended purposes of the project as stated in the paper work previously submitted and approved by the Board of Directors. Release of funds will also require documentation that the recipient organization(s) either has completed or will complete the project in accordance with the stated purpose.

Project funds may also be used for expenses related to the project such as costs of fundraising and other related expenditures provided that documentation and paper work such as register receipts and invoices are submitted prior to issuing project checks.

Should the nature of a project change focus, paper work documenting any changes must be submitted to Livingston CARES to ensure that funds are dispensed in accordance with the intent of the students involved in the project. If a project should cease as a result of lack of student interest, a good faith effort will be made by Livingston CARES to contact student project leaders and any funds held by Livingston CARES will be dispensed in a timely manner to a charitable organization with a similar mission.

Approved (5-6-09)