

## **Club and Organization Fundraising**

The following are the policy and procedures for any club or organization conducting fundraising activities on or off campus.

### General fundraising activities and related policies:

- Any student group interested in fundraising must complete a fundraising application to Campus Activities and Student Leadership at least 4 weeks prior to the commencement of the activity.
- Raffles are common, but state laws mandate changes in the manner in which they are conducted. Same day sales and raffle drawings will be much more common. Multiple day sales (longer term raffles) will require additional paperwork, state and township approvals and a much more extensive time line that incorporates up to 6 to 8 weeks for approval before embarking on any sales. Student groups must consult with Campus Activities before any raffle is conducted.
- Bake sales or other food sales must be approved by Hospitality Services (Catering) prior to commencing with the sales. Restrictions may apply. Keep in mind, that “home baked” foods should be used exclusively and no store bought items should be placed on sale.
- Special solicitation of funds through direct mail or other means (E-mail solicitation, etc.) must adhere to specific guidelines set by Campus Activities and the Institutional Advancement area. Approved activities may require additional procedures and prior review of all written materials from both Campus Activities and Institutional Advancement before soliciting any funding.
- Fundraising that may be ongoing for several days need daily deposits into the operational accounts for those SGA Funded groups.
- When events are scheduled to raise funds for a cause, the percentage of funds to be used to support the cause must be stipulated in writing. (Example: 50% of all proceeds will be donated to the Red Cross).
- Co-sponsorships with local businesses including sales, promotion or any other fundraising activity **must** adhere to this policy.
- Coin drives should be only conducted with “sealed cans” and not opened until the end. The seals must be broken in the presence of an organization advisor or a member of the CASL staff.

### Raising funds to support charities or related groups:

1. Student groups should seek clearance from the agency or benefactor permitting them to raise funds or non-monetary items on their behalf. A letter confirming their permission must be submitted to Campus Activities and Student Leadership (CASL) along with the fundraising application.
2. If permission is granted, student groups must attach that letter to the fundraising application and seek final approval from Campus Activities and Student Leadership. All fundraising must adhere to any outside organizational guidelines (if provided) and any University guidelines to avoid any impropriety.
3. Upon completion of said fundraising, student group representatives must return to CASL to complete the revenue report section of the original application and follow-up on any related paperwork to send the funds/items raised/collected on the organization or benefactor’s behalf.

**NOTE: Any impropriety or non-compliance to these policies may result in a variety of sanctions including, but not limited to fines, cessation of future fundraising activities, etc.**



# Student Club or Organization FUNDRAISING APPLICATION

Sponsoring Club: \_\_\_\_\_ Application Date: \_\_\_\_\_

Type of Fundraising:     Charity/Scholarship     Club Interests     Other  
\_\_\_\_\_

Describe Fundraising Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of Fundraising Activity: \_\_\_\_\_ Drawing Time (where applicable) : \_\_\_\_\_

Permission Granted: Yes No

Organization/Cause Receiving Funds:  
\_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**Note: Please attach any letter granting permission from an outside agency to raise funds on their behalf.**

Student Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
(Print Name)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: Y N CASL Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

## **After the activity...**

Date: \_\_\_\_\_ Amount Raised: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Deposit Date: \_\_\_\_\_

Requisition Submission Date: \_\_\_\_\_

CASL Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

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