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/collection 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: ______________________