

THE UNIVERSITY OF FINDLAY
FUNDRAISING POLICY/PERMIT FORM FOR STUDENT ORGANIZATIONS

Fundraising Policy and General Information

Student organizations may raise funds for their group's University club account by following the guidelines indicated in this document.

Since it is the responsibility of the Office of Development to work with area businesses and individuals to secure donations, sponsorships, products and gifts-in-kind for the University, student organizations may not approach any business or individual with a request for donations, sponsorships, services, products, or gifts-in-kind until a completed Fundraiser Permit Form is submitted to the Student Activities Office for review, and official approval is granted.

Only two fundraising events may run concurrently each day. The maximum time any one fundraising event can run is five consecutive days. Fundraiser permit forms may only be submitted when fall and spring semester classes are in session. Permit requests submitted prior to the start of a semester cannot be approved until classes begin.

Student groups failing to adhere to established fundraising guidelines stated herein will have the following sanctions imposed:

- 1st violation – all donations must be returned to the donors and the student group will be placed on warning status.
- 2nd violation – all donations must be returned to the donors and the student group will move to probation status.
- 3rd violation – all donations must be returned to the donors and the student group's University Charter will be revoked for one year.
- 4th violation – all donations must be returned to the donors and the student group's University Charter will be permanently revoked.

Please note: If monetary donations cannot be returned to individual donors, the funds will be deposited to the Campus Programming Board account to be used in support of campus programming.

I. DEFINITION: A fundraising activity is an attempt by the members of a student organization to raise money for its own purpose.

- A. Appropriate fundraisers are programs or sales in which a service, product or form of entertainment is provided by the members of the organization (e.g. car wash, t-shirt sale, Valentine's Day message sale, flower sale, bake sale, etc.).
- B. Raffles may not be held by student organizations because state law requires that any organization or club holding a raffle must have 501(C) (3) tax exempt status. No organizations or clubs are permitted to utilize the University's 501(c) (3) status.
- C. Student organizations wishing to solicit off campus businesses or organizations must submit a detailed proposal that includes the names of the businesses or organizations to be solicited. This should be attached to the fundraiser permit form when submitted. This will then be reviewed by Student Activities and Development to determine if approval is appropriate.

II. PROCEDURES: The following action steps should be completed at least two weeks prior to the event.

- A. A Fundraiser Permit Form must be completed and submitted to the Director of Student Activities, **and the fundraising activity may not begin until the Director of Student Activities gives official approval.** The Fundraiser Permit Form (on the back of this page) is available in the Student Activities Office, the Student Government Office, and online. If the online form is used, please print it on goldenrod colored paper prior to submitting it.
- B. A Permit for Use of Facilities Form must be submitted after approval of the Fundraiser Permit Form.
- C. If food or any food service materials are required for an on-campus fundraiser, arrangements must be made with Sodexo at Ext. 4542.

III. APPROVAL: Fundraisers will only be approved when all University policies and procedures are properly followed.

- A. The Director of Student Activities reserves the right to deny a fundraising request or cancel a planned fundraiser if a student organization fails to adhere to all University policies and procedures (<http://www.findlay.edu>, keyword – policies).
- B. Once a decision is rendered regarding a fundraising request, a copy of the form with the decision noted will be sent to the student organization mailbox.

STUDENT ORGANIZATION FUNDRAISER PERMIT FORM

PLEASE PRINT

Application made by _____

Organization _____

Applicant's Email Address _____

Applicant's Phone Number _____

Brief description of fundraiser and purpose _____

Proposed date/s and time/s of fundraiser _____

Proposed location _____

Does your fundraising project require food service? _____ Yes _____ No
(If yes, please contact Sodexo at x4542 to make arrangements)

Does your fundraising project require the solicitation of off campus businesses/organizations? _____ Yes _____ No
(If yes, please attach a detailed proposal that includes the names of the businesses or organizations to be solicited)

If this request is approved, please remember to immediately submit a Permit for Use of Facilities Form, and to request any special set up needed (tables, chairs, etc.) on the Permit for Use of Facilities Form.

Signature of Student Organization President

Date _____

Signature of Faculty Advisor

Date _____

For Office Use Only

Student Activities Office: _____ Approved _____ Denied

Director of Student Activities

Date _____

**Please return this completed form (on goldenrod colored paper) to the Student Activities Office.
Questions – call x4606.**

(Revised July 2011)