

Policy Governing Student Fundraising Activity

The following principles, policies and procedures govern all student fundraising activities at the University of Puget Sound, replacing previous memoranda on this topic.

1. The purposes of this policy are to:
 - Guide Puget Sound student organizations in planning their fundraising activities for the benefit of the campus community, and
 - Shield the university's students, parents, alumni, donors, faculty and staff from solicitation by non-University of Puget Sound organizations whose fundraising activities would affect the campus environment.
2. The university does not permit fundraising by outside organizations on its campus. In general, charitable organizations other than the university itself may not use campus facilities in order to solicit gifts. Explicitly exempted from these guidelines is the annual United Way solicitation of staff and faculty. In rare instances, other exemptions to this policy may be made by appropriate university personnel. Outside organizations may use our facilities in accord with external use guidelines, but not to raise funds.
3. Student organizations are permitted to conduct infrequent collection of food, clothing or change for charities; make requests for donated labor; and hold activities like bake sales that by and large do not solicit significant cash gifts.
4. These student fundraising activities are only permitted in the Wheelock Student Center and at athletic events. WSC use requires prior approval from the Director of Student Union & Programs, and is subject to WSC facilities use policies. Fundraising at athletic events requires prior approval of the Director of Athletics or designee as well as an Associate Dean of Students or the Director of Student Union & Programs.
5. Off-campus door-to-door and telemarketing type fundraising activities are not permitted.
6. Student organization solicitation of off-campus businesses is permitted on a limited basis subject to the approval of the appropriate university personnel. An advance list of businesses to be solicited may be required.
7. University of Puget Sound student groups may not raise funds at or in conjunction with major public campus events such as Reading Period, Orientation, Logjam, Homecoming or Reunion, Fall and Spring Family Weekends, and Commencement.
8. Students may raise funds from individuals only. University departments are not able to make charitable contributions with university funds or budget transfers.
9. If a University of Puget Sound student group seeks permission to raise money for an outside charity, then an authorized member of the group must fill out the attached form and submit it to the Director of Student Union & Programs, or designee for approval at least two weeks before the fundraising activities are planned to begin.

Address questions about these policies and procedures to Sarah Comstock, Director of Student Union & Programs, in **WSC 203**, 253.879.3322, or via email (dos@pugetsound.edu).

Request Form and Guidelines
For Fundraising Activity by Student Organizations
University of Puget Sound

This form is to be completed and submitted to Sarah Comstock (WSC 203) in situations in which a student organization wishes to raise money for its own on-campus activities or any other reason such as an "outside" charity. **Fundraising activities that are both organized by and intended to benefit off-campus groups are not permitted on the Puget Sound campus.** All student-led fundraising efforts must adhere to the guidelines on the reverse of this page.

Group seeking to raise funds on campus _____

On-campus PeopleSoft project number into which funds raised will be deposited _____ (6 digits)

Please describe the fundraising activity you propose _____

Date of fundraiser event _____

Location of fundraiser _____ Have you reserved this space? Yes No

Whom will the donated funds benefit?

_____ On campus student group

_____ Regional or national affiliate of on-campus student group

_____ Unaffiliated charity name *: _____

*** Please note** that if fundraising is undertaken on behalf of an off-campus organization, **you must** include a letter with this request from the organization receiving the funds indicating its approval of this fundraising activity on its behalf. Without said letter, this request will not be approved.

Is this fundraising activity initiated by your student group? Yes No

Will your student group determine how funds will be used? Yes No

Does the membership of your group know of & approve of the fundraiser? Yes No

Explain any "No" responses: _____

In this fundraising activity, I agree to abide by the following guidelines:

- a. The fundraising will not be conducted at or in conjunction with major public campus events, e.g., Reading Period, Orientation, Logjam, Homecoming, Fall or Spring Family Weekends, or Commencement Weekend.
- b. The student organization will not use the university's name, logo or letterhead (including advertising, letters, posters, etc.) or e-mail system when soliciting funds for off-campus organizations.
- c. The student organization will provide a written disclaimer in all publications pertaining to the fundraising activity stating that the fundraising activity is sponsored by the student group and not by the university.
- d. If the fundraising is undertaken on behalf of an off-campus organization, a letter is attached from the organization receiving the funds indicating its approval of this fundraising activity on its behalf.

Student Name (printed) _____ Phone or email _____

Student signature _____ Date _____

Role/office in organization _____

Approval Signatures

Donation approval by Abbie Lacsina (Jones 307B), _____ Date _____

and Sean Vincent, (Jones 307A) _____ Date _____

Raffle approval by Office of Finance, (Jones 018) _____ Date _____

Approval by Sarah Comstock (WSC 203) _____ Date _____