

FUNDRAISING

The following general rules should be followed in fund-raising campaigns for outside non-profit agencies:

- Collection should be for a definite period of time not to exceed one month.
- Contributions should be voluntary. Any phase of a fund-raising campaign that could be embarrassing to students must be carefully avoided.
- Campaign plans, procedures, and distribution materials shall be submitted to the Office of Student Life for approval a least one week prior to the event.

To raise funds for your own club or association:

- Follow the guidelines above except the campaign may last longer than one month.
- If signing a contract with a vendor for selling items like discount books or candy bars you must submit a copy of the contract to the Office of Student Life with your advisor's signature on it. A club may not commit to a contract that exceeds the current balance in their account.
- The Student Program Advisor for the Office of Student Life must approve any fundraising activity that involves selling of items other than bake sales (see Bakes Sale Rules for specific requirements).
- A Revenue Potential Form must be filled out and submitted one week prior to the planned fundraiser and a Sales Analysis Form as soon as the fundraiser ends. These forms can be obtained from the Office of Student Life.