

Guidelines for Student Organization Fundraising Activities

Student organizations may engage in fundraising activities on campus under certain circumstances. Any proceeds of these fundraising activities must be used for the activities and projects of the organization itself in furtherance of its goals and objectives. Any fundraising activities are subject to the following rules and regulations:

General Rules and Regulations *You must initial after each number.*

1. All student organizations wanting to fundraise must obtain approval from both their advisor and an administrator in the Student Involvement and Leadership Office. This approval process is accomplished through the completion of a Facility Request form, and must be completed two weeks prior to the date of the proposed fundraiser. _____
2. All sales conducted on campus shall conform to University policies and Florida, Palm Beach county ordinances and laws. For example, raffles are prohibited by state law, and date/service auctions are limited by university policy. _____
3. There shall be no sales that are in conflict with or which violate a University contract with existing campus agencies. No A and S fees may be spent on the fundraising event. All student organizations wanting to hold a fundraiser that requires an initial financial expenditure must have sufficient non-organizational funds to cover these expenses. Student organizations cannot use A&S fees to fundraise for the benefit of their organization. _____
4. Monies raised and/or collected must be deposited into the appropriate student organization on campus account within 48 hours of the completion of the event. _____
5. No sales will be allowed for the financial gain of individual(s) outside of the common interests of the club/organization; with the exception of the student organizations that have 501c3 status. _____
6. The registered student organization must have a collection box or bank bag with a lock on site to store the collected fund. _____
7. At the location of the fundraiser, the registered student organization must post in a visible location the fundraising disclaimer (see below). _____
8. It shall be the responsibility of the organization to monitor, clean up, and remove all materials at the site of the fundraiser when concluded. _____
9. Violations of the rules, regulations, procedures, and any other University policies while conducting the fundraiser may result in a loss of such privileges or other measures deemed appropriate. _____

Charitable Organization Fundraisers: Rules and Regulations

1. A student organization may conduct a fundraising event for a charitable organization only when the Facility Request form has been submitted and received with all approval signatures. _____
2. The charitable organization must hold a 501.c3 status. _____
3. At the location of the fundraiser, the registered student organization must have a representative of the charitable organization present and/or pamphlets and literature available about the charitable organization. _____
4. The registered student organization must use a 2-part receipt book when collecting funds (a 2-part receipt book will be provided by the Student Involvement and Leadership to each organization that is approved to conduct a fundraiser for a charitable organization). A receipt is written and a copy is given to the donor and a copy is kept by the student organization and kept on file by the treasurer of the organization for a minimum of four (4) years for auditing purposes. _____

5. Within 30 days of the end of the fundraiser, verification of receipt of donation must be made to Student Involvement and Leadership. Verification may include one of the following:
- A. A copy of the check or money order made out to the charitable organization, or
 - B. A letter from the charitable organization thanking the student organization for the donation.

Disclaimer: This organization does not represent Florida Atlantic University, its interests, or its opinions. Florida Atlantic University has provided no financial assistance for this endeavor nor will Florida Atlantic University receive any funds for this endeavor. Monies donated are collected and distributed solely at the discretion of the fund raising organization to the charitable organization for which this fundraiser is intended. Florida Atlantic University is not responsible for receiving or distribution of funds. This event is not representative of support of the charitable organization by Florida Atlantic University.

Please fill out the following information:

Name of student organization _____

Date of fundraiser _____

Time of fundraiser _____

Location of fundraiser _____

Account number for funds to be deposited into _____

Who is the fundraiser benefiting (student organization, name of 501.c3)? _____

Please explain the fundraiser in detail

I have read and understood the "Guidelines for Student Organization Fundraising Activities." I agree to abide by all the rules and regulations in the "Guidelines for Student Organization Fundraising Activities."

Signature

Date submitted