

CLAYTON STATE UNIVERSITY

FUNDRAISING POLICY

The following policy is intended to ensure compliance with University System of Georgia guidelines and University regulations regarding fundraising. The Division of Student Affairs will coordinate all administrative duties and enforce the policy.

Fundraising shall be defined as “the seeking of funds or donated goods by a student organization from sources other than its members (including but not limited to faculty, staff, students, or campus guests, etc.). Fundraising includes but not limited to acts such as charity donation drives, selling goods or services, or selling admission to an activity or event.”

The Division of Student Affairs coordinates all student organization fundraisers. Student organizations may not conduct a fundraiser on campus or off campus without approval from the Division of Student Affairs. First, submit a fundraiser request (via Community) Within 5 business days you will receive email notification of approval, denial or request for further information. If the fundraiser is approved, the second step is to submit an event registration request online (via ASTRA) a minimum of two weeks (10 business days) prior to the preferred date. The fundraiser request must be filled out completely including the date, location, description/purpose, and all financial responsibilities. Remember a separate fundraiser request form must be submitted for each individual fundraiser, including fundraisers scheduled on 2 or more consecutive dates.

The Division of Student Affairs encourages all student organizations to fundraise in order to offset the cost of activities/events, national dues, supplies, and travel, etc. Student organizations may only fundraise on behalf of their own organization or, if approved, a recognized charity or relief effort. In instances where the fundraiser is for a particular charity or relief effort, all marketing materials must include specific information about the charity or cause.

The use of raised funds must be clearly defined in the request description. All raised funds must be submitted to the Division of Student Affairs Budget Office and deposited into the student organization’s agency account on the day of collection during normal business hours. In instances where the office is closed, all funds should be placed in the Student Affairs safe in U-250 until the Student Affairs budget office reopens; student organization members are not permitted to leave campus with any raised funds. Student organizations that fundraise off campus should deposit all funds the next day. All expenses for the fundraiser (i.e. space, equipment, misc., etc.) will be paid for from the agency account by Student Affairs staff. Expenses for the fundraiser should not be paid in cash with non-deposited raised funds.

In some instances, the use of University facilities (e.g. Student Activities Center, Continuing Education) and staff for a fundraiser will require a fee. Those instances include but not limited to: *talent shows, fashion shows, performances, athletic competitions, tournaments, pageants, parties/dances, balls, and conferences, etc.* Funds to cover the expenses associated with the aforementioned activities and events must be deposited in the student organization’s agency account a minimum of one week (5 business days) prior to the scheduled date of the fundraiser. A list of all applicable fees can be obtained by contacting (678) 466-5433 .
SpaceRequests@clayton.edu.

Student Organization fundraisers may not interfere with normal University business operations. In addition, proposed fundraisers may not interfere with existing University operated services or contracts. Fundraisers involving the sale or distribution of a commercially prepared product or service, or a product or service that may be available through an existing University operated service or through a University contract with a commercial vendor will be denied.

***Please see Section 4-B of the Student Organization Business Policies & Procedures Manual for more specifics on fundraising.

Revised February 2017

Fundraising

- i. Any fundraiser must have prior approval from the SABO. Approval must be requested on an official Fundraiser request form at least 2 weeks prior. One fundraiser request form can be used for consecutive dates of fundraising. However, if there is a break in the dates (with the exception of weekends) a new fundraiser request form must be submitted for each additional group of consecutive dates. The fundraiser request form is now submitted via the Symplicity Community student organization module.
- ii. All fundraisers must comply with all University, BOR, state, and federal guidelines.
- iii. Fundraisers include: selling goods or services, charity donation drives, collecting dues/fees, selling admission to an activity or event, etc.
- iv. Student organizations may not conduct fundraisers by charging outside vendors of any kind to visit campus or provide services or information to students. (Ex. Graduate schools, potential employers, food vendors or service providers)
- v. Any fundraiser may be denied on the basis of risk management concerns.
- vi. If a fundraiser is cancelled by the organization, the SABO Administrative Coordinator must be notified immediately so that a deposit is not anticipated for the event.
- vii. All fundraisers must display signage that identifies the name of the organization and where the proceeds will go.
- viii. All expenses for fundraisers will be paid for from the Agency or Foundation accounts.
- ix. Expenses for any fundraiser should not be paid in cash with funds raised at the fundraiser. All raised funds must be deposited into the Agency account and will then be allocated out by check as needed.
- x. Funds must be deposited on the day of the event during normal business hours. If the office is closed at the end of an event, all funds should be placed in the Student Activities Center drop-safe. Organization members are not permitted to leave campus with raised funds.
- xi. Failure to turn in raised funds within 3 business days could result in a loss of fundraiser privileges, accounts being frozen, and/or confiscation of agency funds. No future events or fundraisers will be approved if there are outstanding documentation/deposits/reimbursables missing from a previous event.
- xii. Fundraising deposits must be accompanied by the Fundraising receipt form.
- xiii. Online fundraising is allowed through sites such as Paypal or Ebrite, but donors must be notified that a small portion of their donation will go toward the online site's administrative fees.
- xiv. Fundraisers may not be the benefit of an individual and may not be in any individual's name. Fundraisers may be in honor of an individual if the funds are going to another charitable organization and approval is granted by the SABO.
- xv. Fundraisers involving children under the age of 18 may be allowed on a case by case basis. If approved, all underage participants must have a waiver signed a parent or legal guardian in order to participate.

- xvi. Fundraisers may not be mixed into an event funded by SFAB funds. Fundraisers and allocated funds must be kept separate. SFAB funded events cannot be used in any way to attract customers or donors for a fundraising event. Charity donation drives (non-monetary) may be an exception. Check with the SABO for specifics.
- xvii. If hosting a third party charity foundation drive, a W-9 for the charity to receive the funds must be submitted prior to the fundraiser being approved.
- xviii. Organizations are encouraged to conduct fundraisers during fall and spring semesters. Approved fundraisers may occur during the summer semester if the organization was recognized at any point during the previous academic year. However, organizations are reminded that there are much fewer people on campus during the summer, so the cost versus potential profit should be considered.
- xix. **Membership Dues**
 - a. If a fundraiser consists of collecting membership dues, the deposit must be accompanied by a list that includes the name, student ID number and dues amount of each student, along with a fundraising receipt. A fundraiser request form is not required for collecting dues.
 - b. Any organization that claims to collect dues, either in their constitution or in the SFAB budget request, will be tracked to ensure that appropriate funds from dues are deposited in a timely matter throughout the year.
- xx. **Food sales** (See Section 14 “Food”)
- xxi. **Pageants**
 - a. Pageants are allowed, but organizations need to meet with the SABO Administrative Coordinator well in advance to plan out such a large event.
 - b. No pageants may offer “scholarships” unless it’s a requirement of the organizations National chapter. If an organization refers to an unauthorized scholarship in their pageant, all revenue from the pageant will be confiscated and submitted to the Clayton State Foundation to be used toward scholarships as they deem appropriate.
 - c. Monetary prizes can be awarded on participants Laker cards if there is adequate funding in the organization’s agency account. The amounts of the monetary prizes must be determined prior to the event and included in the Fundraiser Request form. The agency and/or Foundation account must hold adequate funds to cover the monetary prizes prior to the event taking place in order to ensure that the advertised winnings can be covered even if pageant does not raise enough funds.
 - d. Scholarships pageants required by an organization’s national headquarters are allowed with pre-approval, but must be processed through the Foundation and Financial Aid offices as an official scholarship separate from the organization fundraiser.
 - e. Individual organization members are not allowed to retain a portion of fundraising proceeds.
- xxii. **Car Washes**
 - a. Car washes are NOT allowed on campus.

- b. Car washes may be held off campus, in the areas immediately surrounding campus. Please contact the SABO to see if a location is approved.
 - c. In order to have a car wash at a local business, the organization must submit a letter from the local business that states that they will allow the organization to hold a car wash there and indicate if the organization will be charged for the location, water, other utilities, etc.
- xxiii. **Raffles** - Raffles as fundraisers are NOT allowed under any circumstances. This includes any game of chance, as well as the game commonly referred to as "50/50".
- xxiv. **Personal Services** - Organizations may not sell or offer "personal services", such as babysitting, cleaning, repair services, etc. If an organization is uncertain about whether an event falls into the "personal services" category, it is the responsibility of the organization to contact the SABO for clarification.
- xxv. **Donations**
- i. Businesses and individuals may make donations to a student organization at any time by check, cash, or money order. Checks and money orders should be made out to Clayton State University with the student organization name in the memo line. If a business or individual would like a tax credit letter for their donation, the donation must be made through the Foundation. (See Section 5 - "Foundation Accounts" for more information)
 - ii. Items, food, and materials may be donated to a student organization. A "gift-in-kind" form must be completed for any non-monetary donations. Contact the SABO for more information.
 - iii. Any donation in which the donor receives tax credit cannot be used to sell or auction off as a fundraiser.
 - iv. Donation of gift/gas cards are not allowed unless it is a direct donation to a third party for which the student organization is collecting. Such situations require approval of the SABO on a case by case basis.
 - v. If an organization is actively soliciting donations on campus, a fundraising request form must be approved **prior** to the activity.