

Valdosta State University

Fundraising Policies

For University purposes, fundraising is defined as “any activity in which money is collected on campus”. Even if all you wish to do is to break even or recover costs, your activity will be considered fundraising if money is collected. Forms must be completed and approved for each fundraising activity.

Any fundraising event on-campus must follow these policies and procedures:

- You must be a registered student organization with Student Life and in good standing. Individuals are not permitted to raise or solicit funds on campus.
- Fundraising events will not be granted for the personal benefit of an individual and must always be consistent with the purpose of the organization.
- Groups that have received funding from the Student Activity Fee Allocation Committee must replenish any funding used to support the fundraiser before any fundraising monies are able to be counted as profit. This will be verified through the Student Affairs Office and University Foundation.
- You must have an off-campus bank account or a University Foundation account to apply for approval to raise funds on campus. Monies collected must be deposited into the appropriate student organization bank or Foundation account within 48 hours of the completion of the event.
- The proposed fundraising project must not interfere with existing University operated services and contracts. Any student organization wishing to sell merchandise or have a vendor on site at your event, must receive prior approval from **Auxiliary Services**. Process for approval can be obtained from the Program Coordinator in Student Life.
 - Any student organization wishing to use any trademark logo of Valdosta State University must obtain prior approval from **Creative Design**. Process for approval can be obtained from the Program Coordinator in Student Life.
 - If your organization will be selling an apparel item or bumper sticker/buttons with text or design, you must complete and submit the design of the item with the Application to Raise Funds.
- A specific location must be reserved with the appropriate campus facility via the **Online Event Request Form** in order to conduct a fundraising event.
- Student Organizations should not act as money making entities. Fundraising events should be held to supply monetary needs for holding events, conference attending, donation to non-profit entities, etc. The appropriate reserving office will determine if there will be a charge for the use of facility

or equipment rentals. The rental information will be provided to the Event Coordinator prior to approval for the facility or equipment request.

- If you are co-sponsoring a fundraising project with another student organization, all co-sponsoring groups must complete a separate Application to Raise Funds under the same name, date, time and location. Your activity will not be approved until all applications are received.
- Baked goods made by members must follow the **Bake Sale Guidelines**. Sale of any other food and beverage is generally prohibited.
- Student Organizations wishing to hold a raffle must review and complete the Application for License to Operate Raffles in addition to the Application to Raise Funds and submit it to the Program Coordinator in the Office of Student Life at least 3 weeks before the date of the raffle is to begin. Please Note: In coordination with the Lowndes County Sheriff's Office, student organizations are not required to pay for a raffle license as indicated in the Application.
- Student organizations sponsoring events on campus that are open to the student body and/or public and charge admission or request donation for admission are required to report ticket sales and admission numbers during completion of the Financial Distribution Form.
- The use of motion pictures in a revenue producing event is subject to all applicable copyright regulations. It is unlawful to show a film in public without the explicit permission of the film's copyright owner. Renting or purchasing the movie at a store does not include permission to show that movie in public.
- Posters/Advertising may only be placed on approved campus locations. This may include campus notice boards, sheet signs (with approval from Student Life), electronic campus signage, and bulletin boards within a building. These areas DO NOT include: waste receptacles, campus doors, telephone poles, trees, bus stops, etc.
- Student Organizations are responsible for informing the Program Coordinator of Student Life of any changes to their Application to Raise Funds. This can include a change or location, date, time, form of fundraising, charitable organization, cancellation of the event, etc.
- Within 2 weeks (14 days) following the end of the fundraiser, verification of deposit or donation must be received through the Financial Distribution Form via Campus Connect. Verification may include one of the following:
 - A copy of the check or money order made out to the charitable organization, or
 - A letter from the charitable organization with the amount donated included, or
 - A copy of deposit slip for the student organization bank or Foundation account.
- Student Organizations and individual students are prohibited from selling items/services on campus on behalf of a commercial business.

- Student Organizations may not sign contracts on behalf of the University or act as its agent.
- All fundraising activities shall comply with licensing and tax laws as well as University and campus regulations.
- 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.