

## **Student Group Fundraising Guidelines**

*(for Campus Activities and Programs internal use with student groups)*

### **Purpose and Scope:**

Registered student groups, including club sports groups, may raise funds for the operation of the organization. This policy addresses requirements and expectations for conducting fundraising activities on-campus or off-campus by any registered student group. This policy applies to all student groups registered with Campus Activities and Programs, as well sport clubs registered with Recreation and Wellness.

### **Definitions:**

#### **Bake Sale/Food Sale**

Sale, on or off-campus, of food items to raise funds. All food items must be purchased from a commercial kitchen or be pre-packaged items. Homemade food is not allowed.

#### **Door-to-Door/Door Knocking**

Door-to-door solicitation, sales, or marketing in the residence halls is prohibited. There will be no "door-knocking" in residence halls. Representatives of the organization fundraising in the residence halls must remain in the area designated by Housing and Residence Life for fundraising purposes.

#### **Fundraising Activity**

Any activity in which funds are raised.

#### **Fundraising "Permit"**

Fundraising "permits" are completed through Spartan Connect in the same form as an event request. The event request for fundraising activities should be submitted at least 7 days before the fundraiser. If the fundraiser is an event (ex. Not a bake sale/tabling/etc.) the 30 day event request requirement must be followed.

#### **Raffle**

Raffles are the sale of numbered tickets or the offer of a chance to win a prize.

***Student groups are not permitted to conduct raffles.***

#### **Contracts**

A contract is any written or spoken agreement concerning sales, exchange of funds or goods. North Carolina state law prohibits any student from making and/or entering a contract, written or verbal. Examples include employment, rental agreements for chairs or similar, booking a contract or speaker, or committing organizational funds.

**Guidelines:**

1. For fundraising activities conducted on-campus, permission must be received from the appropriate reserving office prior to applying for a Fundraising Permit.
2. For fundraising activities held off-campus, organizations must abide by the student group Travel Policy as well as this policy.
3. Fundraising activities requested by Club Sports, as recognized by The Department of Recreation and Wellness, will complete all required steps through the Assistant Director, Competitive Sports or designee.
4. For recurring events, a single Fundraising Permit will suffice for all planned dates if included in the original request. Fundraising activities are limited to 4 events per semester. Exceptions are:
  - a. Performance groups
    - i. Recognized student groups may not sign contracts or agreements on behalf of the University or organization. Contracts and agreements must be submitted to the CAP Event Consultant assigned to their organization.
    - ii. Performance groups are limited to one paid performance per week.
    - iii. All funds and payments earned from member's / group's participation in an event is property of the student group / UNCG and may not be retained by the individual(s).
  - b. Concessions for a club sport's events may be submitted as one activity for a semester.
5. A fundraising permit can be completed through the Spartan Connect student group management system for all groups that are not club sports. The request should be submitted using the same form as the event request in Spartan Connect.
6. Money earned during fundraising activities must be deposited with the CAP office (or RecWell office for club sports) within 1 business day following the collection of money. Missing, misappropriated, or lost funds may result in referral to the UNCG Police Department and/or the Dean of Students.
7. Individual students always have the right of refusal regarding participation in any fundraising activity and should not be penalized with regard to group membership for refusing to engage in a fundraising activity.
8. Donations
  - a. Unsolicited: In the event that a student group receives an unsolicited donation in connection to an organization activity / event, the organization is required to retroactively complete a Fundraising Permit.
  - b. Solicited Donations
    - i. Crowdfunding / crowdsourcing uses are prohibited. Please reach out to your event consultant to discuss if there are approved crowdfunding options available through University Advancement.
    - ii. Registered student group may not utilize UNCG Stationery when distributing mailings. student groups are required to clearly identify their status as a recognized student group in the mailing. All mailing

materials must be reviewed by the CAP Event Consultant assigned to their organization (Club Sports must submit for review by the Assistant Director, Competitive Sports) prior to distributing the mailing. Distribution of letter drive materials is limited to individuals and/or businesses with whom organization members have an existing personal relationship; mass solicitations are prohibited.

9. Individual students may not be auctioned or purchased. student groups may be contracted to perform services (i.e., work concession booth, clean a stadium). Individual members cannot be forced to participate and may not be punished if they choose not to participate. Donations or any payment received for work, whether solicited or not, are subject to the donation policy above and require a fundraising permit.
10. Ticketing for events must be arranged through Campus Activities and Programs via the CAP Eventbrite account.
11. All sales of any items require a fundraising permit, including but not limited to: selling through an off-campus vendor, internal sales within the group, selling to the UNCG community, or selling at events.
12. Prizes won in conjunction with a member's / group's participation in an event shall become property of the student group / UNCG and may not be retained by the individual(s) awarded the prize.
13. Student groups wishing to solicit businesses for money must get these businesses pre-approved by Campus Activities and Programs. Their event consultant can help them with the approval process.