

NUMBER: SA 3.22
SECTION: Division of Student Affairs
SUBJECT: Fundraising by Student Organizations
DATE: August, 2012
REVISED:
Policy for: USC Upstate
Procedure for: USC Upstate
Authorized by: Dr. T. Moore
Issued by: Student Life

I. Policy

The University has established the following policies and procedures to ensure that student organization sponsored fundraising activities are in accordance with university policies and state laws. Any campus organization wishing to conduct a fundraising event, or in any other manner, solicit funds for any purpose other than from their own members must request permission from the Office of Student Life. Fundraising Request Forms are available from the Office of Student Life, located in the Campus Life Center, Suite 210.

II. Definitions

- A. Fundraising is defined as any event or activity meant to solicit funds for any purpose from any individual or organization outside of their general membership. This includes, but is not limited to ticket sales for events (including parties), bake sales, donation jars, canned food or other drives, car washes, etc. This policy applies to fundraising events that occur on campus as well as off campus fundraising events that are advertised on campus.
- B. Only student organizations registered with the Office of Student Life are permitted to sponsor fundraising activities on campus.
- C. No door-to-door solicitation within the Residence Halls is permitted.
- D. Lotteries, raffles and other games of chance must be in accordance with state law and county ordinances.
- E. The sale of alcoholic beverages or other controlled substances as a fundraiser is not permitted.

- F. Solicitation activities may not substantially disrupt or materially (or significantly) interfere with the educational, administrative, or operational activities of the University.
- G. Student organizations are prohibited from accosting passers-by as a means of soliciting funds or goods for a fundraiser.

III. Procedure

- A. Requests to hold a fundraiser on campus must be submitted to the Office of Student Life at least 2 weeks in advance of the proposed date of commencement of collection of funds or sale of tickets. Fundraising requests that are submitted less than 2 weeks in advance will be approved at the discretion of the Office of Student Life.
- B. Fundraisers that are held at off campus venues must also be registered with the Office of Student Life. The promotion of off campus fundraisers will not be permitted on campus without this registration.
- C. Organizations with university accounts through the Office of Student Life are required to deposit all funds raised by an event with the Office of Student Life no later than the next business day following their event so that it can be credited to their account.
- D. Student organizations are responsible for securing all funds or goods collected.
- E. Student organizations must follow facility reservations policies when reserving a space to host an on campus fundraiser.
- F. The Office of Student Life reserves the right to limit the number of fundraisers sponsored on the same day or change the location of a fundraiser due to capacity issues or nature of the fundraiser.
- G. Student organizations are responsible for obtaining all local, state, or federal business permits and/or licenses and filing all relevant tax statements.

Related Policies:

Registered Student Organizations
Advertising & Posting Policy

(This policy is adapted from USC Columbia Campus Policy – BUSF 3.22)