

ADMINISTRATIVE DIVISION – DIVISION OF STUDENT AFFAIRS
POLICY NUMBER – SA 3.22
POLICY TITLE – FUNDRAISING BY STUDENT ORGANIZATIONS
SCOPE OF POLICY – USC UPSTATE
DATE OF REVISION – OCTOBER 2024
RESPONSIBLE OFFICER – VICE CHANCELLOR FOR STUDENT AFFAIRS
ADMINISTRATIVE OFFICE – STUDENT INVOLVEMENT

PURPOSE

This policy outlines campus policies pertaining to fundraisers sponsored by registered student organizations. This policy applies to fundraising events that occur on campus as well as off campus fundraising events that are advertised on campus.

DEFINITIONS

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.

POLICY STATEMENT

- A. 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.
- B. Only student organizations registered with the Office of Student Involvement 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

PROCEDURES

- A. 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 register the event with the Office of Student Involvement.

- B. Fundraising events that are held at off campus venues must also be registered with the Office of Student Involvement. 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 Involvement are required to deposit all funds raised by an event with the Office of Student Involvement no later than the next business day following their event so that it can be credited to their account.
- D. In accordance with USC System Policy FINA 4.11, all e- commerce transactions must be processed through the Vice President for Finance and CFO / University Bursar approved payment gateways to meet Payment Card Industry Security Standards Council (PCI SSC) compliance requirements. Student organizations wishing to collect electronic payments must work with the Office of Student Involvement to ensure they are following the proper procedure and only using approved payment gateways.
- E. Student organizations are responsible for securing all funds or goods collected.
- F. Student organizations must follow facility reservations policies when reserving a space to host an on campus fundraising event.
- G. The Office of Student Involvement 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.
- H. Student organizations are responsible for obtaining all local, state, or federal business permits and/or licenses and filing all relevant tax statements.

RELATED UNIVERSITY, STATE, AND FEDERAL POLICIES

Registered Student Organizations (SA 3.09)

Posting Promotional Material Including Banners (SA 3.11)

Receipt and Handling of University Payments (USC System Policy – FINA 8.10)

Credit/Debit Card Processing & Security (USC System Policy – FINA 8.11)

HISTORY OF REVISIONS

August 2012 - New policy approval

October 2024 - Content reviewed and revised to reflect current practices and related USC System policies. Office name updated. Links updated. Format updated