Rules for Student Organization Fundraising Activities

1. General Guidelines

- All fundraising activities must be approved in advance by the Office of Student Engagement and Support.
- Fundraisers must align with the mission and values of the institution.
- Activities must comply with all school policies, local laws, and safety regulations.

2. Approval Process

- Submit a **Fundraising Activity Proposal Form** at least **2 weeks** before the planned event.
- Include details such as: purpose of the fundraiser, item/service being sold, date/time, location, and intended use of funds.
- Await official written approval before advertising or collecting funds.

3. Permissible Activities

- Sale of merchandise (e.g., t-shirts, baked goods, crafts, meals).
- Events (e.g., car washes, talent shows, plays,— where legally allowed).

4. Prohibited Activities

- Activities that involve gambling, alcohol, or illegal substances.
- Misrepresentation of the organization or the purpose of the funds.
- Door-to-door fundraising without explicit permission.
- Commercial partnerships without prior approval.

5. Financial Accountability

- All funds raised must be deposited into the organization's official account within **48 hours** of the event.
- Keep detailed records of all income and expenses.
- Submit a **Post-Event Financial Report** within **7 days** of the fundraiser.

6. Advertising & Promotion

- All promotional materials must be approved before distribution.
- Use of school logos or branding is prohibited.
- Flyers, posters, and digital advertisements must clearly state the sponsoring organization and purpose.

7. Use of Campus Facilities

- Reserve event space through the campus events office.
- Clean up all materials and waste post-event. Failure to do so may result in penalties or loss of future privileges.

8. Conduct & Ethics

- All members involved in fundraising must act professionally and respectfully.
- Ensure transparency regarding how funds will be used.
- Any reports of misconduct will be reviewed and may result in disciplinary action.