

CLAYTON STATE UNIVERSITY FUNDRAISING POLICY

The following policy is intended to ensure compliance with University System of Georgia guidelines and University regulations regarding fundraising. The Division of Student Affairs will coordinate all administrative duties and enforce the policy.

Fundraising shall be defined as "the seeking of funds or donated goods by a student organization from sources other than its members (including but not limited to faculty, staff, students, or campus guests, etc.). Fundraising includes but not limited to acts such as charity donation drives, selling goods or services, or selling admission to an activity or event.

The Division of Student Affairs coordinates all student organization fundraisers. Student organizations may not conduct a fundraiser on campus or off campus without approval from the Division of Student Affairs. First, download the fundraising form located online at: <http://adminservices.clayton.edu/campuslife/forms/fundraisingform.pdf>. A separate fundraiser request form must be submitted for each individual fundraiser, including fundraisers scheduled on consecutive dates. Once the form is completed, submit it to the Division of Student Affairs – Budget Office located in the University Center, Suite 250. Within one week (5 business days) after submission, you will receive an email notification. **If approved** the second step is to submit a space request online at <http://adminservices.clayton.edu/campuslife/spacerequest.aspx> a minimum of two weeks (10 business days) prior to the preferred date. The space request form must include the date, location, description/purpose, and all financial responsibilities.

The Division of Student Affairs encourages all student organizations to fundraise in order to offset the cost of activities/events, national dues, supplies, and travel, etc. Student organizations may only fundraise on behalf of their own organization or, if approved, a recognized charity or relief effort. In instances where the fundraiser is for a particular charity or relief effort, all marketing materials must include specific information about the charity or cause.

The use of raised funds must be clearly defined in the request description. All raised funds must be submitted to the Division of Student Affairs Budget Office and deposited into the student organization's agency account on the day of collection during normal business hours. In instances where the office is closed, all funds should be placed in the Student Activities Center safe until the Student Affairs Budget Office reopens; student organization members are not permitted to leave campus with any raised funds. Student organizations that fundraise off campus should deposit all funds the next day. All expenses for the fundraiser (i.e. space, equipment, misc., etc.) will be paid for from the agency account by Student Affairs staff. Expenses for the fundraiser should not be paid in-person with non-deposited raised funds.

In some instances, the use of University facilities (e.g. Student Activities Center, Continuing Education) and staff for a fundraiser will require a fee. Those instances include but not limited to: *talent shows, fashion shows, performances, athletic competitions, tournaments, pageants, parties/dances, balls, and conferences, etc.* Funds to cover the expenses associated with the aforementioned activities and events must be deposited in the student organization's agency account a minimum of one week (5 business days) prior to the scheduled date. A list of all applicable fees can be obtained by contacting (678) 466-5433 or SpaceRequests@clayton.edu.

Student Organization fundraisers may not interfere with normal University business operations. In addition, proposed fundraisers may not interfere with existing University operated services or contracts. Fundraisers involving the sale or distribution of a commercially prepared product or service, or a product or service that may be available through an existing University operated service or through a University contract with a commercial vendor will be denied.