

EDINBORO UNIVERSITY OF PENNSYLVANIA

STUDENT FUND RAISING-Policy No. A053

Supersedes Policy No. A053, Dated 1/12/90 and 5/18/93

Recommended for Approval By Mr. Gary Jamison, Interim Vice President for Student Affairs

Approved By Foster F. Diebold, President on August 30, 1995

Review Date: As Required

INTENT

This policy is introduced in order to avoid the overlap and redundancy in fund raising efforts by various Edinboro University of Pennsylvania groups and for the protection of the University's relationship with the larger community in which it is situated. It is the intent of this policy to provide student organizations under the aegis of Student Government Association at Edinboro University of Pennsylvania with the ability to raise funds for appropriate activities within the University while at the same time carefully controlling access of these organizations to the outside community. This policy will also provide the outside community with appropriate information with regard to those student fund raising activities which might have some effect on businesses, individuals or agencies outside the University.

POLICY

Edinboro University of Pennsylvania will review and approve all fund raising activities of student organizations through appropriate review of (1) those activities involved in student fund raising projects, (2) the goals of those activities, and (3) the scheduling of those activities.

PROCEDURE

A. All fund raising activities conducted by student organizations must be approved by the Director of Student Standards and Greek Life. To obtain approval for both on-campus and off-campus solicitations the organization must complete a form requesting permission to hold the fund raiser (see Appendix A). This form requests the following information:

1. The name of the organization.
2. The University address and telephone number of the organization.
3. The name, signature and telephone number of the advisor.
4. The purpose of the fund raiser.
5. The date(s) and time period of the fund raiser.
6. Name(s) of the fund raisers (individuals who will be selling or soliciting).
7. How the funds will be raised, e.g. type of sales or class of people or businesses to be solicited.
8. Name and signature of the student seeking permission to hold the event.
9. Student's position in the organization.
10. Student's campus address and telephone number.
11. Date the student completed the fund raising form.

B. All requests for student sales or fund raising activities in residence halls must be submitted to the Director of Residence Life and Housing at least one week in advance of the activity. If approved by the Director of Student Standards and Greek Life, the request will be returned to the Assistant Vice President for Student Development for further action. In addition to those regulations set forth in Section "F", the following regulations apply to fund raising in the residence halls:

1. Door to door solicitation is not permitted in the residence halls.
2. A facilities request form must be completed by the student organization in order to reserve a space in the public area of a residence hall.

C. Any student organization, including Greek organizations, who wish to use their Edinboro University alumni/friends database for fund raising activities must submit a request for approval to the Associate Vice President for Institutional Advancement. The following materials must be presented to the Office of Institutional Advancement before final approval is granted:

1. Fund Raising Request for Student Organizations Form (Appendix A);
2. Donor Base (those individuals to be solicited);
3. Fund raising plan (include timeline for completion, types of fund raising events that will occur, and copies of any printed materials to be used);
4. Total amount of funds to be raised.

If approved by the Associate Vice President of Institutional Advancement, the request will be returned to the Director of Student Standards and Greek Life for further action.

D. The Director of Student Standards and Greek Life prior to the issuance of approval to a student organization to conduct off-campus solicitation, will seek the approval of the Provost/Vice President for Academic and Student Affairs and the Associate Vice President for Institutional Advancement. The following procedure must be followed for off-campus solicitation:

1. The solicitation program must be reviewed by the Institutional Advancement Office and, as necessary, by the Associate Vice President for Institutional Advancement. Reviews are conducted in order to coordinate fund raising efforts, to provide the program initiator with a determination as to the feasibility of the proposed solicitation and, if appropriate, assistance in conducting the campaign.
2. A letter of authorization from the Director of Student Standards and Greek Life must be presented to the Manager of the Borough of Edinboro and the appropriate procedure followed in applying for a license to solicit within the Borough.
3. The organization shall pay any fees required by the Borough of Edinboro in the issuance of the license.
4. The organization must abide by all regulations established by the Assistant Director of Student Standards and Greek Life as set forth below in Section "F".

E. When all appropriate approvals have been obtained, a letter will be prepared by the Assistant Vice President for Student Development stating that this is an approved activity of the University. The letter must be carried during all times the student is involved in the fund raising activity and should be shown to anyone who questions the right of the organization to hold the fund raiser. The authorization letter must be returned to the Director of Student Standards and Greek Life upon completion of the fund raising activity.

F. With the letter of approval, the organization will receive this list of regulations which must be followed:

1. All fund raising must be publicly announced.
2. Unless otherwise indicated by the Director of Student Standards and Greek Life, all funds must be deposited with the Student Government Association in a restricted account.
3. The name and/or logo of Edinboro University may not be used in a fund raising activity without express permission from the Institutional Advancement Office.
4. Fund raising activities must be scheduled so as not to conflict with other University activities or other fund raisers.
5. Fund raisers must be conducted by recognized campus organizations. Individuals may not conduct fund raisers.
6. If funds are to be raised by the sale of food, the food must be prepared by a commercial supplier approved by the Director of Student Standards and Greek Life. Food may not be prepared by students for sale to other persons.
7. All fund raisers must comply with all University regulations and with local, state and federal laws.

8. Where solicitation and/or sale is to take place in a University building, the Building Manager must be notified and a facilities request form must be completed in order to reserve a space in the public area of the building.

G. A request will not be rejected unless the request fails to comply with University procedures or unless there is good cause for the rejection. If a request is rejected, the Director of Student Standards and Greek life will apprise the student organization, in writing, of the reasons for the rejection.

H. After the fund raiser is completed, the organization is required to complete a Final Report Form (Appendix B) and return it to the Office of the Director of Student Standards and Greek Life. The authorization letter must be returned at that time as well. In cases where off-campus solicitation has occurred, the Director of Student Standards and Greek Life will forward copies of the Final Report to the Provost/Vice President for Academic and Student Affairs and the Associate Vice President for Institutional Advancement. This form requests the following information:

1. The date(s) of the fund raiser.
2. The name of the organization.
3. The name of the student responsible for the fund raiser.
4. The purpose of the fund raiser.
5. How much money was raised.
6. How the money is to be used (travel, support of a program/scholarship, etc.)
7. Where the funds were deposited.
8. The name of the account in which the funds were deposited.
9. Who has authority to expend the funds.
10. If the goals were attained.
11. If any money remains in the account.
12. The name and signature of the student who completed the final report.
13. The campus address and telephone number of the student.
14. The name and signature of the advisor of the organization.

I. If any organization fails to comply with the regulations as set forth in this Policy, the organization shall forfeit the privilege of conducting fund raising activities for a period up to one (1) year.

J. Any student or organization violating this policy may be subjected to the disciplinary process. Violators can be penalized by sanctions that may include suspension or expulsion. Any student or organization charged with a violation is entitled to a hearing pursuant to the Edinboro University Disciplinary Procedures and Student Code of Conduct.

K. It will be the responsibility of the Director of Student Standards and Greek Life to submit an article at the beginning of each semester to the Spectator and the Edinboro Independent Enterprise which sets forth the University policy on student solicitations. Said article will include a brief description of the regulations to be followed by the organizations who desire to engage in a fund raising activity.

Attachments

APPENDIX A

FUND RAISING REQUEST FOR STUDENT ORGANIZATIONS

NOTE: Only one fund raising event per form.

NAME AND ADDRESS OF ORGANIZATION

DATE _____

PRINT NAME OF ADVISOR _____

TELEPHONE _____

PURPOSE OF FUND RAISER: _____

HOW WILL FUNDS BE RAISED: _____

LOCATION(S) OF FUND RAISING EVENT: _____

WHEN (DATES & TIMES): _____

PRINT NAME OF STUDENT REPRESENTATIVE _____

POSITION IN ORGANIZATION _____

LOCAL ADDRESS OF STUDENT REPRESENTATIVE

TELEPHONE _____

LIST ALL STUDENTS INVOLVED IN FUND RAISER:

SIGNATURE OF STUDENT REPRESENTATIVE _____

SIGNATURE OF ADVISOR _____

*** FUND RAISING EVENT IS NOT TO COMMENCE UNTIL APPROVAL LETTER IS RECEIVED ***

Return to: Assistant V.P. for Student Development, University Center

FOR OFFICE USE ONLY

Mr. Ed Nixon

Assistant V.P. for Student Development

Ms. Kim Kennedy

Director, Residence Life & Housing

(Required Only for Residence Hall fund raising)

Mr. Gary Jamison

Interim Vice Associate Vice President for Student Affairs

(Required Only for Off-Campus fund raising)

Associate Vice President for Institutional Advancement

(Required Only for Off-Campus fund raising)

APPENDIX B

STUDENT FUND RAISING FINAL REPORT

DATE OF FUND RAISER _____

_____ ON CAMPUS _____ OFF CAMPUS

ORGANIZATION: _____

CHIEF FUND RAISER/DIRECTOR:

PURPOSE FOR FUND RAISING:

HOW MUCH WAS RAISED:

HOW WAS MONEY USED: (Travel, support of program, scholarship, etc.)

WHERE WERE FUNDS DEPOSITED:

NAME OF ACCOUNT:

WHO HAS AUTHORITY TO EXPEND FUNDS: _____

WERE YOUR GOALS ATTAINED: (describe) _____

DOES ANY MONEY REMAIN IN THIS ACCOUNT: _____

RETURN TO:

Assistant V.P. for Student Development

University Center

Edinboro University of PA

Name and Signature of Student

Address and Telephone Number

Name and Signature of Advisor