SOLICITATION AND FUNDRAISING

Many social and professional campus groups are involved in a variety of activities to raise funds for their programs and for outside charities. The number of groups involved in such activities has risen in recent years. Appeals are frequently made to students, faculty, and staff to support one or more of these charities/fundraising activities with direct contributions. To prevent campus community members from receiving excessive requests, the following guidelines have been established.

DEFINITION

Solicitation is: “Any act of urging or persuading an individual, by peaceful means, to accept a product or service for sale, requesting funds for various charitable or other organizations, to pay a gratuity for services rendered.” Solicitation involves oral, written, signed communication and includes raffles, contests, and all other activities designed to serve as fundraising activities.

GUIDELINES

1. Approval for all fundraising activities by all student groups on campus must be obtained in advance of starting the activities. The approval process is coordinated through the Director of McIntosh Center.

2. Collaboration of organizations to sponsor one or two joint charities through mutual cooperation is encouraged. Similarly, the collaboration of campus religious groups for one or two joint charities is encouraged. Collaboration of athletic teams/associations for charitable and other fundraising is to be coordinated through the Office of the Director of Athletics.

3. Normally, there should be no more than three fund raising events on campus per week. The Director of McIntosh Center will coordinate its approvals for fund raising activities with the Offices of Financial Affairs and University Advancement in order to ensure this. Potential solicitations for all non-local causes or organizations must be checked with several ONU administrators for information concerning their legitimacy.

4. Use of campus mails and the ONU network for fundraising must be approved by the Vice President for Financial Affairs.

5. Students may not be asked to forego meals more than twice per year. Those instances must be approved by the Director of McIntosh Center.

6. Raffles and games of chance are to be reviewed/approved by the appropriate Vice President. Cash and/or alcohol are not acceptable awards at such events.

7. Destruction of property is not an acceptable format for fundraising events.

8. Individuals and small groups may not conduct fundraising on campus for personal financial gain or for gifts to be presented by the individual or small group.

9. University funds may not be used for charitable contributions to any group or cause.

10. Off-campus businesses and individuals are not to be solicited by individuals or groups associated with the University for charitable or other fundraising without prior written approval from the Vice President for University Advancement which may be obtained by following the procedure coordinated by the Director of McIntosh Center, mentioned previously.
11. Students or groups wishing to solicit in conjunction with “special days” on campus must gain authorization from the Vice President for Student Affairs & Dean of Students or a designated representative in order to do so.

12. Ten percent of all proceeds earned by off-campus solicitors will go to the hosting student organization or will be donated to the University.

**SOLICITATION IN MCINTOSH CENTER**

Recognized campus organizations or groups may obtain authorization to set up displays or sign-up tables, or sell or solicit in the McIntosh Center by completing the following:

1. An appropriate request form completed and approved by the Director of McIntosh Center.

2. No soliciting or selling by off-campus individuals or groups is allowed unless permission is first given by the Vice President for Student Affairs & Dean of Students.

3. Solicitation tables in McIntosh Center must have signs to clearly identify their organization.

4. The sale of items will be allowed during the hours of lunch and dinner.

5. The authorization to sell, solicit, or have a display requires that the individuals conduct themselves in a manner that will not draw undue attention to themselves or place undue pressure on anyone to “buy”.

6. The University reserves the right to suspend or deny any group permission to sell, solicit, or set up displays on campus.

7. Other efforts to sell, solicit or set up displays elsewhere on campus require the permission of the Vice President for Student Affairs & Dean of Students. See Solicitation for rules regarding other solicitations.

*Taken from the 2013-14 Student Handbook on 9/6/13*
REQUEST FOR PERMISSION TO SOLICIT FUNDS ON THE ONU CAMPUS

(Form needs to be submitted to the office of Student Affairs at least two weeks before the proposed fundraiser. Provide this form with the appropriate signatures.)

Name of Group: _________________________________________________________________

Responsible Officer: ______________________________________________________________

Phone Number and Email: __________________________________________________________

Address: _____________________________________________________________________

Faculty/Staff Advisor: ______________________________________________________________

Phone Number and Email: ______________________________________________________

Campus Address: _______________________________________________________________

Proposed Date(s) of Fundraiser: _____________________________________________________

Location of Fundraiser: ____________________________________________________________

Purpose of Fundraiser: _____________________________________________________________

What is the Fundraiser? ____________________________________________________________

☐ Any items associated with the proposed fundraiser (i.e. advertising, actual item for sale, etc.) that incorporate the use of the University logo, mascot or word mark must be approved by the Office of Communications and Marketing (communications_and_marketing@onu.edu) prior to submission of this form.

☐ I have read and understand the University Policy regarding Solicitation and Fundraising on pages 33-34 in the ONU Student Handbook.

___________________________________          _______________________________________
Signature/date, responsible officer                              Signature/date, Advisor

APPROVAL

*Vice President for Financial Affairs ________________________________

*Vice President of University Advancement ________________________________

*Vice President for Student Affairs ________________________________

*Director of McIntosh Center ________________________________

PLEASE DO NOT USE CAMPUS MAIL TO SOLICIT

*Items from solicitations cannot be stored in McIntosh Center, and the solicitor agrees to provide storage.