



Student Fundraising Policy

A. Purpose/Policy Statement

1. The purpose of this policy is to designate the authority to approve, as well as the procedure to be followed, for all student fundraising related to La Salle University (University).

B. Definitions

1. *Fundraising*: The solicitation of monetary donations tied to a specific purpose, organization, or cause.
2. *Student*: An individual currently enrolled in a full or part-time undergraduate or graduate program at the University.
3. *On-Campus*: Any property owned by the University including, but not limited to, buildings (or parts thereof), structures, roads, and outdoor areas.
4. *Off-Campus*: Any property not owned by the University.
5. *Affiliated*: Affiliation with the University is determined by any one of the following: use of the University's name, use of the name of any of the University's subsidiary organizations, departments, or courses, occurring On-Campus, raising funds for purposes in any way traceable to the University.

C. Policy Procedure/Guidelines

1. General Fundraising Guidelines

- i. All student fundraising affiliated with the University must be approved prior to initiating any advertising or reservations pertaining to the planned fundraising.
- ii. All student fundraising, occurring on-campus or off-campus, which is affiliated with the university is approved by the Assistant Director for Campus Activities.
- iii. Student organizations may request permission to fundraise for:
 - a. The organization's self-interest, as long as the intended use of funds is in line with all University policies.
 - b. To donate to charitable organizations.
- iv. Students wishing to fundraise on-campus must request approval for their fundraiser a minimum of ten business days prior to the start of the fundraising. A request does not guarantee approval. The University reserves the right to deny any fundraising request.
- v. Fundraising requests are submitted by successful completion of the "Fundraising Request Form" found on the Campus Activities website:
 - a. www.lasalle.edu/campus-activities
- vi. Fundraising Requests must be completed by a student, and may not be completed by a faculty/staff member on a student's behalf.
- vii. Students will be notified via email of additional questions, requirements, denial or approval of their request. Approval is only granted if explicitly stated; the

asking of additional questions or stating of requirements does not constitute approval.

- viii. Students are required to report total funds raised to the Assistant Director for Campus Activities within three business days of the completion of the approved fundraiser's duration.
- ix. The students are responsible for maintaining records of fund deposits and use.

2. Off-Campus Fundraising

- i. Off-Campus fundraising must follow the "General Fundraising Guidelines".
- ii. Off-Campus Fundraising requests should be made 20 business days prior to the desired start date of the fundraising to allow for additional conversations around requirements.
- iii. Off-Campus Fundraising requires the completion of the "Third Party Vendor Checklist", which will be given to the student(s) upon submission of the applicable fundraising request.

3. Alcohol

- i. Student fundraising that is tied to the distribution of alcohol is not permitted.

4. Failure to Get Approval/Abide by Policies and Laws

- i. Individual students and Registered Student Organizations who engage in fundraising without approval, or who do not abide by University, State, and Federal policies and laws, are subject to disciplinary action.
- ii. The students conducting the fundraiser are responsible for ensuring that they are in compliance with all University, State, and Federal laws and policies.

D. Additional Notes

- 1. Fundraising not initiated or overseen by students and/or the solicitation of sizeable monetary donations requiring tax documentation should follow the University Advancement's "Gift Acceptance Policy".

E. Responsible Office

- 1. Office of Campus Activities – Division of Student Affairs and Enrollment Management

F. End Notes

- 1. Policy Effective Date: August 20th, 2018