

G-024 FUNDRAISING AND SOLICITATION POLICY

Code: G-024

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Approved: David C. Danahar

Southwest Minnesota State University Policy Fundraising and Solicitation

Purpose

To establish guidelines for campus groups, clubs, organizations, or individuals (including students, faculty, classified and unclassified staff) to conduct off-campus or on-campus solicitations of gifts, advertising, donations, or engage in any kind of fundraising activity; and for off-campus groups or individuals to conduct on-campus solicitations.

Authorized Student Groups

In order for a student club, organization, or group to request permission to conduct a fundraising activity, it must first be approved as a legitimate campus group by the SMSU Student Senate.

Procedure for Off-Campus Solicitations

All **off-campus** fundraising activities must receive authorization from the university Development Office one month prior to the solicitation. The SMSU Fundraising and Solicitation Approval Form (see attached) is available in the Development Office. Two copies of this approval must be completed, including appropriate signatures, and returned to the Development Office one month prior to the solicitation. The second copy will be returned to the applicant group no later than one week prior to the solicitation.

Procedure for On-Campus Solicitations and/or Sales

All **on-campus** fundraising, solicitation, or sales activities must receive authorization from the Vice President for Student Affairs or his/her designee. The SMSU Fundraising and Solicitation Approval Form (see attached) is available in the Student Center Director's office. Two copies of the approval must be completed in full and returned to the Student Center Director's office one week prior to the solicitation. On-campus solicitations or sales in the residence halls are handled through the Residence Hall Association (RHA) and must be approved through that Association.

Procedures for Raffles

All raffles conducted on the SMSU campus must receive prior approval from the SMSU Development Office. In addition, all approved raffles must adhere to Minnesota State Statutes 349.166, 609.75, and 609.76 as well as MnSCU Board Policy 5.15, Part 3. For further details on conducting raffles, contact the Development Office.

Outside Organizations and Political Fundraising

In general, Southwest Minnesota State University does not permit outside organizations on its campus to conduct fundraising. Any outside organization wishing to receive an exception must contact the Development Office and complete the Fundraising and Solicitation Form

for consideration. There will be no solicitation for political parties or candidates on campus grounds.

Exceptions

The *Spur*, KSSU, and Mustang Athletic Department staffs may solicit for advertising and underwriting funds under the supervision of their supervisors/advisors. The Development Office may conduct fund drives for the SMSU Foundation, Alumni Association, Mustang Booster Club, or any project deemed appropriate by the University or SMSU Foundation Board

Institutional Liability

Southwest Minnesota State University assumes no responsibility or liability for any debts or encumbrances resulting from solicitations by any campus groups or organizations not acting specifically as agents for the University.