

Student Organization Fundraising

Policy Information			
Policy#:	STU.5017	Reviewed Date(s):	10/05
Date Created:	October 22, 2003	Revised Date(s):	6/12; 9/14; 10/19
Policy Owner:	Dean of Students	Council/Committee Recommendation:	Strategic Enrollment Management Committee
Responsible University Administrator:	VP Enrollment Management and Student Affairs	President Council Approved Date:	October 31, 2019

1. Purpose

- 1.1. To identify expectations and limitations regarding fundraising by student organizations.

2. Policy

- 2.1. Fundraising should be conducted primarily for the purpose of supporting the overall mission of Baptist University of Health Sciences.
- 2.2. Appropriate fundraising is identified as fundraising which benefits Baptist University, Baptist Memorial Health Care (BMHCC), BMHCC-sanctioned charitable organizations, or student organizations.
- 2.3. Limited internal fundraising is permissible for student organizations to support the mission and objectives of their respective constitutions and bylaws.
 - 2.3.1. Any fundraising activity is to be for the benefit of the organization as a whole and in direct support of its stated purpose. Funds are not to be distributed to the officers or members of an organization for personal profit or gain.
 - 2.3.2. Students may not conduct fundraising for “outside” groups, interests, causes, or for personal profit on the Baptist University campus.
 - 2.3.3.
- 2.4. All advertisements and collection sites for any fundraising activity must state or display how the funds from the event will be used.
- 2.5. Student organizations are prohibited from soliciting donations from any outside person, business, or organization without the approval of the Director of Development and Director of Student Services and Housing.
- 2.6. Student organizations are limited to one fundraiser per trimester and only one student organization can be actively fundraising at any given time.
- 2.7. All fundraising activities must be approved by the Director of Student Services and Housing.
- 2.8. Fundraising activities involving food are limited to bake sales and homemade items. Selling food from an external restaurant or vendor for fundraising will not be approved. Snack items may be sold from campus wide events such as concerts.
- 2.9. Student organizations may solicit non-monetary donations internally, such as clothing or school supplies, for a BMHCC-sanctioned charitable organization at any time.



- 2.10. "Jean Day" or other fundraisers that ask faculty or staff to wear apparel not routinely part of the approved dress code for a monetary donation are limited to one per trimester and only for a BMHCC approved non-profit agency such as the American Heart Association.
- 2.11. Student organizations are expected to keep accurate records of funds received, and all deposits of funds into their respective agency account must be co-signed by two students and the faculty advisor.
- 2.12. Student organizations are required to submit a year-end summary by August 1 regarding their respective fund accounts (deposits and expenditures) to the
- 2.13. Director of Student Services and Housing.

3. Definitions

- 3.1. None.

4. Procedure

- 4.1. An officer of the organization must complete and submit to the Student Activities Officer or Director of Student Services and Housing a "Student Organization Event/Fundraising Request" form.
- 4.2. The form must be signed by the faculty advisor and be submitted at least 7 days before the event is to occur.
- 4.3. Advertisement for any fundraising activity must state how the funds from the event will be used.

5. Related Information

- 5.1. None.

6. Publications

Yes	Publication	Yes	Publication
	University Academic Catalog		University Website
	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication: