

Fundraising

The purpose of the university's fundraising policy is to ensure that all fundraising activities are: a) in conformance with the university's goals, values and policies; b) conducted in a manner that is consistent with applicable legal requirements and ethical standards and c) not burdensome to the members of the university community or the university's benefactors.

Prior approval from the vice president for student development is required for all fundraising activities that are not a part of the university's official fundraising and development program under the direction of the Office of Public Affairs. This policy applies to all fundraising activities conducted on-campus and those at university-sponsored events as well as any fundraising activity off-campus that identifies itself with the name of the University of Mary or any of its departments, programs, teams, groups or activities.

Generally, approval of fundraising projects is limited to those projects whose purpose is raise funds for legitimate charitable purposes or those intended to raise funds in support of university sanctioned learning or enrichment activities not otherwise supported in the university's budget process. Fundraising intended to supplement the general operating budget of a department, program, team or organization is prohibited.

For the purposes of this policy, fundraising is defined to include all of the following activities:

- Any appeal for a donation of funds, discounts, goods or services from any individual, business agency or entity.
- Any appeal for any entity to provide funds, goods or services in exchange for sponsorship of an activity.
- The sale of goods or services for the purpose of raising funds.
- Sponsorship of games of skill, competitions or tournaments where the goal is generate proceeds from charging a participation fee.
- Sponsorship of games of chance for the purpose of raising funds such as raffles, drawings, bingo, etc.

Eligibility to engage in fundraising activities is normally limited to groups and organizations officially recognized by the university (i.e. class service projects, university departments and university organizations with official status and in good standing). Individuals and off-campus organizations and groups are generally not eligible to engage in fundraising activities.

Approval of fundraising projects by university groups and organizations is contingent on the group meeting all of the terms and conditions listed below:

1. The group or organization must be officially recognized by the university and be in good standing.

2. The group or organization must have an account established in the University's Business Office to be used for all proceeds collected as a part of the fundraising activity. Use of outside bank accounts for proceeds as well as use of the University's Employer Identification Number to establish bank accounts outside the control of the university is expressly prohibited.
3. The group or organization must maintain accurate and current records of all receipts, expenses and disbursements associated with the fundraising activity. The group is responsible to demonstrate that it is able to manage all funds in an appropriate and ethical manner and in the case of a student group under the supervision of the advisor. The group's financial records are subject to review by the university at any time. A final financial summary of the fundraising project must be submitted to the vice president for student development at the close of the fundraising project.
4. University groups, organizations and departments are prohibited from engaging in fundraising activities to generate operating funds for expenses that are a part of the university's budget process.
5. Fundraising activities that create a tax liability or a reporting burden for the university will generally not be approved. Questions about tax liability and reporting requirements related to fund raising activities should be addressed to the vice president for financial affairs.
6. Approval of fundraising activities that expose the university to risk beyond the university's liability coverage will be contingent upon the sponsoring group purchasing adequate liability coverage as determined by the university. Costs for the additional insurance are the responsibility of the group sponsoring the fundraising activity. Questions about liability risks should be addressed to the vice president for financial affairs.
7. Approval of fundraising activities that include games of chance (e.g. a raffle) are Contingent upon the sponsoring group obtaining the proper licenses and/or permits. Expenses associated with licenses and permits are the responsibility of the sponsoring group. Under no circumstances shall the sponsoring group purchase a license or permit without receiving direction from the vice president for student development to do so.
8. Door-to-door fundraising appeals in the university's residence halls are prohibited.
9. Fundraising appeals via university provided phones in student residences are prohibited.
10. Electronic fundraising appeals via the University of Mary computer network and email system are prohibited.

Groups who wish to sponsor a fundraising project may obtain a form to obtain university approval at the Student Development Office located in Room 1209 of the Benedictine Center for

Servant Leadership. It is the responsibility of the group submitting a request for approval to provide adequate time for the approval process. Generally, simple fundraising projects such as food drives, bake sales, etc. can be approved within 10 business days. However, the approval process for those projects involving tax or tax reporting issues as well as those requiring licenses, permits and/or supplemental insurance may take several weeks. Questions about the approval process may be directed to the vice president for student development.