

# Fundraising Policy

## Fundraising Policy

University registered student organizations may engage in fundraising activities to sell products, publications, or services and to collect donations pursuant to University policy.

### [University Policy DV-02.03-04/14](#)

1203.06 A&S Fee funds may not be used for fundraising purposes or the direct generation of revenue.

#### Examples of Prohibited Use:

- Funds used to purchase doughnuts to be sold for fundraising.
- Funds to be given to a charitable agency (i.e. Red Cross).

#### Examples of Permissible Use:

- Funds used to purchase refreshments for an

NOTE: Individuals, off-campus organizations or businesses wishing to solicit or sell items on campus are subject to the Vendor Reservation Policy and Procedures.

#### *Location*

Displays and sales in the University Commons are usually conducted at tables in the east or west concourses/hallways, but they may be done at other locations with prior approval from University Commons and Student Involvement and the associate director for UCSI.

Off-Campus Vendors: Student organizations sponsoring an off-campus individual or organization may be assessed a fee per table or space per day. Visit [Reservations and Conference Services](#) for more information.

Procedure for Reserving Tables/Space: All tables and other spaces must be reserved in advance with Reservations and Conference Services. Table reservation requests with all pertinent information and appropriate signatures must be submitted at least five business days before the event date.

#### *Soliciting*

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When a student group or organization plans to solicit gifts or raise funds on behalf of their particular group or organization, they shall avoid duplication and repetitious requests of potential contributors in the community and assure the integrity of the institution by completing the following arrangements:

**Event Registration:** Events with fundraising will be reviewed and approved through the Event Registration process via EMS. If there is any fundraising aspect to your meeting or event, please contact [development@uwf.edu](mailto:development@uwf.edu) for further instruction and approval. Please do not solicit any individuals or businesses until this step has been completed

**Gifts of more than \$250:** Gifts of more than \$250 must be reported to the [University Advancement](#) office within three days of receipt, including the name and contact information of the donor.

**Commercial food items:** The advanced sale of doughnuts or the sale of commercially packaged candies and similar items is allowed.

## *University Commons Table Usage*

Tables in the University Commons concourses/hallways, the Commons patio and other campus locations can be reserved through Reservations and are available on a first-come, first-served basis. The number of tables available at any given location may be restricted as necessary. Fundraising projects must be conducted in a lawful manner and in compliance with University regulations. State law prohibits raffles and lotteries except within very specific parameters involving sales promotion activities, which are strictly regulated. Table spaces generally may be reserved for no more than one week. Unattended materials may be removed at any time.

## *Raffles*

Raffles and Chance Drawings must adhere to state statutes.

s.849.94 of Florida State Statute: [s.849.94 of Florida State Statutes](#) states that any person, firm, corporation or association or agent or employee thereof may (under specific criteria) promote, operate, and/or conduct a game promotion in connection with the sale of consumer products or services. A game promotion is defined by statute as a contest, game of chance or gift enterprise in which the elements of chance and prizes are presented (i.e. drawing a winning number, etc.).