

## University of Wisconsin-Green Bay Fund-raising Policy for Student Organizations

Officially registered student organizations may sponsor fund-raisers only after receiving prior University approval. The sponsoring student organization will be expected to fully understand and comply with all fund-raising policy requirements. Specific fund-raisers will be reviewed to ensure that the organization's purpose is in agreement with the educational mission of the University of Wisconsin-Green Bay.

Violation of the Student Organization Fund-raising Policy may result in student organization disciplinary sanctions, potential loss of the privilege to university facilities for fund-raising events, and possible legal action. Authorization of fund-raising activities will be determined by the Student Engagement Center on the basis of other non-conflicting activities on the University campus.

### FUND-RAISING FORM

1. At least two weeks prior to the event, a member of the sponsoring organization completes the on line form available [HERE](#). Additional permissions (e.g. Dining Services, Advancement, etc.) may be required for the fund-raiser. If that is the case, the fund raiser CANNOT take place until those permissions are granted.
  - Solicitation. Student organizations that plan to make "cold call" contacts by mail, phone, or in person to solicit contributions (donations of things, NOT debit or gift cards and not gift certificates) from local businesses must complete a Solicitation Approval Request form, available here: <https://www.uwgb.edu/student-organizations/forms/solicitation-approval-request/>. The Student Engagement Center will forward this form to the Advancement Office for its approval. Please note that it can take up to 10 business days to process your request. If your organization receives unsolicited donations, you do not need to complete this form. If your organization has an ongoing relationship with a donor who makes an annual contribution, please send a letter to the Student Engagement Center with the details of this arrangement.
  - Sales of products from vendors. Officially registered student organizations may sponsor sales activities only after receiving prior University approval. The sponsoring student organization will be expected to fully understand and comply with all sales contract policy requirements, including the completion of a Vendor Sales Contract form. Ask the Student Engagement Center staff member who works with student organizations for this form. This form requires a minimum 20% of gross sales be donated to the sponsoring student organization.
  - Sales of food. All sales of food must be in compliance with the Bake Sales and Food Event policy (see <http://www.uwgb.edu/student-life/organizations/tools.asp>). In addition, sales of other types of food may require the completion of a Non-standard Food Event form (see the University Union's web site) to ensure safe food-handling practices.
  - Raffles. A Wisconsin permit is required by any student organization that wishes to organize a raffle. SGA annually secures a Wisconsin Department of Regulation and Licensing Raffle License that covers all registered student organizations. See the student organization staff member in the Student Engagement Center for a "Raffle Packet" before planning your raffle. There are many rules and procedures that must be followed. No prizes of gift (or debit) cards or gift certificates are permitted (except for cash in 50/50 Raffles-see below). No single prize basket or prize may be valued at over \$75 (except for 50/50 Raffles).
  - 50/50 Raffles: Prize Verification Form. Any 50/50 prize valued at over \$100 MUST have a verification form completed. This form requires the recipient to list his/her name and social security number. The completed form must be returned by the student organization to the Student Engagement Center.

People will be reluctant to give you their social security number (or they may not know it). Our advice is to never have a prize greater than \$100. It is perfectly acceptable to do a 50/50 and have TWO prizes instead of one (50% going to your org, and the other 50% being split among more than one winner).

2. The student will complete the on-line fund-raiser form and wait for it to be approved by a Student Engagement Center staff member. The student will be sent an email confirming the approval.

### FINANCES

1. A member of the student organization will meet with a staff member in the Student Engagement Center, prior to the event to coordinate cash-handling procedures.  
(see back of page)

2. All funds and any required forms must be submitted to the UTIC for deposit by the end of the day on the next business day after the event.
3. No donations may be given from university account (SUFAC) funds. Any university account (SUFAC) funds used to put on a fund raiser must be paid back before any proceeds can be donated or deposited to an agency account.

Reviewed March 2022