



**Office of  
Student  
Engagement**

## Clubs and Organization Fundraising Application Form

Fundraising is defined as an event that raises money for a registered club or organization or as any event that raises money/items for a charitable organization.

**Sponsoring Club/Organization:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Additional Explanation if necessary:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Charity/Club to which funds will go:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Finishing Date:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

### **Fundraising Policies**

- Only registered clubs and organizations are approved to fundraise on campus.
- All fundraisers must avoid demeaning sexual, racial or other discriminatory references, and will not promote the abuse of alcohol.
- Registered campus organizations that have a history of running a specific fundraising event will get priority for that event year-to-year. If an organization requests a similar or conflicting activity they will not be approved unless the organization with priority gives approval.
- Clubs and Organizations must fill out a Fundraiser Application Form. The form must be approved and signed by Assistant Director of Student Engagement for Campus Activities prior to the start of their event.
- Proper reservations must be made to reserve event areas and/or table areas. Reservation requests can be found online at [www.PhilaU.edu/Reservations](http://www.PhilaU.edu/Reservations)
- All requests must clearly state where funds will go. In the event of a charitable group, the Office of Student Engagement has the right to check on the validity or reputation of a charitable group.
- Types of fundraising and things to consider:

- Charity Tie-Ins: Soliciting funds and or items for charity fundraisers. This includes food drives, clothing drives, etc.
  - Raffles: Raffles may offer cash as a prize. Other gambling type fund-raisers (such as 50/50 splits, etc.) are acceptable. Casino Nights can be approved if participants are not exchanging cash in anyway.
  - Sales: Sales of products or food by Jefferson organizations is permitted. We recommend that if food is made by the group or purchased outside it is advertised as such. Please follow the bake sale policy and make patrons aware of ingredients.
  - Pledge Based: Pledge based fundraisers such as bowl-a-thons, Jog-A-Thons, Walks, etc.
  - Contracted Sales: Jefferson clubs and organizations may contract with outside vendors for on-campus sales subject to approval by the Office of Student Engagement where such sales are consistent with guidelines publicized by that office. Sales of insurance and credit cards are NOT permitted.
  - Services: Service fundraisers involve a service for donation such as car washes, vacuum-a-thons, etc.
- All monies collected must be deposited into the organizations account and/or distributed directly to the charitable group. If these guidelines are not followed the organization and/or individuals can be investigated for mismanagement of funds. This could lead to disciplinary actions.

**Student Agreement:** *I understand that I am responsible for complying with all policies and regulations pertaining to Clubs and Organizations fundraising, as set forth in the Clubs and Orgs handbook and by the Office of Student Engagement. I have read the guidelines below and understand that failure to comply with the policies can result in the cancellation of the event or future events. I also understand that failure to comply with these policies may result in my organization losing their registration.*

---

Signature Date

<b><u>Office Use Only</u></b>	<b>_____ <i>Approved</i></b>	<b>_____ <i>Denied</i></b>
Assistant Director of Student Engagement for Campus Activities		Date _____