

Ursinus College Fundraising Policy

Ursinus College Mission Statement:

The mission of Ursinus College is to enable students to become independent, responsible, and thoughtful individuals through a program of liberal education. That education prepares them to live creatively and usefully, and to provide leadership for their society in an interdependent world.

A. Definition:

Fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational project.

B. Guidelines:

The following guidelines are applicable to all fundraising activities by recognized student organizations, college departments and course sanctioned groups:

The organization must complete a request form and obtain approval of the fundraising activity from the Fundraising Approval Board (FAB), which has representation from students and staff from the following departments: Student Activities, UCARE, Business Office, Advancement, Dean's Office and Academic Programming. This group meets weekly throughout the semester.

1. The fundraising activity is required to offer a benefit to the College community that is consistent with its educational mission.
2. The purpose for which the funds will be raised must be consistent with the group's goals and Ursinus College policies. The fundraising activity must not violate legal, tax, or corporate restraints upon the College.
3. An accounting of any funds raised must be provided to FAB within five business days of the event or completion of project.
4. A currently enrolled student member(s) of the group must be present during the entire event.
5. In the absence of an available exemption, the event sponsor is responsible for ensuring the collection, reporting, and payment of all applicable Pennsylvania State Sales and Use Taxes.
6. Event organizers are responsible for ensuring that proposed activities comply with all applicable federal, state and local laws, rules and regulations.
7. Spaces in which the fundraising activity is occurring must be identified by a sign indicating the conducting entity's name, goods, and/or services being sold, and prices.
8. Neither individuals (regardless of affiliations with Ursinus College) nor private, commercial organizations may sell or promote the sale of products or services on Ursinus College owned, operated, or controlled property except:
 - a. Individuals or organizations with whom/which Ursinus College has entered into a written contract.
 - b. Individuals or organizations authorized in writing by Ursinus College to engage in the sales of goods or services for the benefit of a recognized Ursinus group.
9. Commercial or corporate sponsorship of programs or events is permissible provided that no products and/or services are sold at the event or in connection with the project.
10. Ursinus College reserves the right to require third parties participating in or conducting fundraising activities to meet additional requirements, including without limitation requirements that such parties furnish evidence of insurance coverage acceptable to the College and/or agree to indemnify the College and College personnel against liabilities arising from their acts or omissions.
11. Ursinus College reserves the right to approve the identity of any proposed sponsor and the content of sponsorship materials associated with a fundraising activity.

C. Fundraising for Non-College affiliated Charitable Organizations

Fundraising for non-profit, charitable organizations (e.g., *The Red Cross*, *American Cancer Society*, etc.) having no direct affiliation with Ursinus College is permissible provided that the above guidelines are followed, and:

1. The organization submits a statement of support on the organization's letterhead to FAB acknowledging that the fundraising will occur on its behalf and indicating the expected date of the receipt of the donation.
2. The organization provides proof to the College that it is registered as a not-for-profit, charitable organization, that it has received an Internal Revenue Service exemption letter, and that its proposed use of College owned, operated, or controlled property is in furtherance of its tax-exempt, charitable purpose(s).
3. The Ursinus group planning the event is responsible for all costs incurred in connection with the event, other than those borne by the charitable organization.
4. Educational information about the agency and the services it provides is made available at the event.
5. The charitable organization is responsible for ensuring that its activities comply with all applicable federal, state, and local laws, rules, and regulations.

D. Fundraising Examples:

Ursinus College provides the following as general examples of items that may be used to raise funds. Please note that the College reserves the right to review and approve all items.

1. Items for sale that have been produced by the organization (e.g., baskets, bouquets of flowers)
2. Cash donations
3. Donations of items of value (e.g., clothing, school supplies)
4. Items for sale that are directly related to the student organization's mission or goals (e.g., plants sold by the Horticulture Club)
5. Pre-packaged items (e.g., candy, gum)

E. Prohibitions

Ursinus College reserves the right to restrict all fundraising activities to reasonable times, places, and manners. The following activities are specifically prohibited:

1. Solicitation by credit card or telephone card companies, unless approved by the Vice President of Student Affairs and Senior Vice President of Advancement.
2. Door-to-door fundraising on Ursinus College owned, operated, or controlled property, unless approved by the Director of Residence Life
3. Sale or distribution of items that violate College trademark rights or existing contracts

F. Locations

The specific campus locations listed below have established additional criteria for fundraising activities. All of these areas require the approval by FAB and:

1. Residence Halls: approval by the Residence Life Office
2. Academic Buildings: approval by the Academic Dean's Office
3. Athletic Facilities: approval by the Athletics Office

G. Additional Restrictions and Requirements

Ursinus College acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to fundraising activities. As a result, the College reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising activities. These restrictions may be in addition to, or in lieu of, those set forth in the policy.

H. Enforcement

Failure to obtain permission to engage in or sponsor sales or fundraising, or failure to adhere to College policy regarding activities for which permission has been granted, will result in the curtailment and/or cancellation of the event.

I. Sanctions

Sanctions for violation of this policy by students and/or college groups include, but are not limited to: fines and/or restitution, loss of the right to use College property or facilities for activities, loss of recognition for student organizations, disciplinary sanctions, and other educational sanctions appropriate to the circumstances.

J. Reservation of Rights

Ursinus College reserves the right to amend this policy at any time.