

## **Fundraising Policy**

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### **Reason for Policy**

The fundraising policy exists to monitor the appropriateness and maximize the success of fundraisers hosted by registered student organizations, individual students, and/or students engaged in a class project. It does so by managing the number of fundraisers that occur at a given time, limiting duplicate types of fundraisers, and providing oversight to ensure that rules and standards are followed. All other applicable Xavier University policies apply.

### **Scope of Policy**

The following policy describes the parameters for individual students, registered student organizations, and students engaged in a class project. Individuals or groups of students are not able to host fundraisers unless the fundraiser is organized by a registered student organization or part of an assigned class project.

### **Policy**

A fundraising request must be completed (via EngageXU Event Form) for any such attempt to raise money or collect donated items either on or off-campus.

### **Definitions**

A fundraiser is any attempt by a recognized student organization or students engaged in a class project to raise money or donated items for its own purposes, to support a program or event, or to benefit a charity.

#### **Types of Fundraisers**

The following is a list of common types of fundraisers. This list is not meant to be comprehensive but should provide examples of the types of activities that may be permitted. All activities are subject to interpretation by the Office of Student Involvement. Fundraisers include sales of any kind, including food or beverage, raffles, tickets, apparel, discount cards, and other products. Fundraisers also include sales to club members and dues collection. Fundraisers include events such as silent auctions, charity balls, donation collection boxes, concession sales, and letter writing campaigns. See below for additional instructions for apparel sales, donation boxes, letter campaigns and charitable collections.

**Apparel or product sales:** If your fundraiser includes the sale or distribution of apparel or promotional products, your artwork must be in compliance with the University brand standards and approved prior to product purchase and distribution. Artwork utilizing any Xavier University brand (the "X" or the name Xavier University) should first be submitted using the Promotional Material & Apparel Approval Form found online in EngageXU. For links to this form and other steps please visit the [Ordering Promotional & Materials & Apparel website](#). Failure to receive proper approval prior to purchase may lead to fundraiser cancellation at your organization's expense.

**Donation boxes:** Donation boxes required approval from the building coordinators (for each location) and the Office of Student Involvement. Donation boxes must include the sponsoring organization's name, dates of collection, and the place where items will be donated. Groups are responsible for maintaining the cleanliness of the donation area and should not allow items to exceed the box. Unattended cash donation collections are not allowed.

**Letter writing campaigns:** If your fundraiser includes a letter, email, or social media campaign to request support from individuals, businesses, or external organizations, you must submit a copy of your request letter plus a list of your intended campaign contacts with your EngageXU Event Form.

**Charitable collections:** If your fundraiser aims to raise funds that will ultimately be donated to a charitable organization, all monies must be deposited into your Xavier fund. The organization (with support from the Office of Student Involvement) can then issue a check from Xavier University to the charity. Please do not issue cash or donated dollars directly to a charity – the institution wants to track deposits and payments made for auditing and verification purposes.

### **Reservation Procedure**

The Office of Student Involvement manages the approval process for register student organization and class project fundraisers. Student organizations must have official University recognition and be in good standing. The fundraiser must also have the approval of the student organization advisor. Individual students, faculty, and staff are not permitted to host fundraisers. Students participating in a class project must contact the Office of Student Involvement for permission to host the fundraiser. The instructor for the course must be included in the request.

Fundraisers must receive approval prior to requests for campus space reservations, prior to requests for use of campus advertisement options, and prior to the printing of marketing materials and promotional products. Requests must be completed at least two weeks prior to the fundraiser. There is a limit of 2 fundraisers per location and a limit of 3 consecutive days for table-based fundraisers. Only one table can be reserved by a group per day. Similar types of fundraisers at the same location and time are not permitted.

## Approval Confirmation

Approval confirmations or rejections will be emailed via EngageXU following verification by the Office of Student Involvement. Organizations should not move forward with the event until they receive an approval confirmation. The Office of Student Involvement reserves the right to change and/or cancel a fundraiser at any time. For questions regarding this policy and the reservation procedures, contact the Office of Student Involvement at [xuinvolverment@xavier.edu](mailto:xuinvolverment@xavier.edu).

## Criteria for Consideration

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### Alcohol Service and Use

Student organizations and class projects may not benefit from the sale or promotion of alcohol or any illegal substances. For example, students may not host fundraisers at local restaurants that include alcoholic beverages in the % of sales, nor may students serve as guest bartenders or host fundraisers at bars or similar establishments. Student organizations may occasionally work concession stands for major venues. This may require the students to serve beer or other alcoholic beverages along with food items at the concession stand. This type of alcohol sales may be permitted as part of the fundraising policy and is subject to review and approval by the Office of Student Involvement.

### Apparel/Brand Standards

Promotional materials, apparel, and/or product sales must follow the University brand standards and copyright law. For questions about the brand standards, refer to [Xavier Brand website](#) or contact the Office of Student Involvement at [xuinvolverment@xavier.edu](mailto:xuinvolverment@xavier.edu). For questions about trademark law, contact the University Library.

### Conflict of Interest

Fundraisers may not present a conflict of interest for the University or violate existing University exclusivity agreements. For questions regarding this, contact the Office of Student Involvement at [xuinvolverment@xavier.edu](mailto:xuinvolverment@xavier.edu).

### Corporate/External Requests

If your organization intends to make a request of an external organization or corporate entity, you must contact the Office of Student Involvement prior to making any such request. The Office of Student Involvement will work in partnership with University Relations to determine if the request is appropriate and the proper steps for making the request and managing the donation.

### Event Restrictions

Fundraisers are subject to the same event related restrictions as other student events. Specifically, fundraisers may not take place after the end of programming deadline each semester nor should in-person fundraisers take place between the hours of 2 a.m. - 6 a.m. In addition, fundraisers are not permitted during certain event windows, including Manresa New Student Orientation, Weeks of Welcome, Club Days, and Family Weekend. Fundraisers designed to take place in conjunction with another campus or student event must have written authorization from the event sponsor prior to authorization for the fundraiser.

### External Groups/Third Parties

External groups or third parties are not permitted to provide sales or services to the University community without a signed contract and usage agreement signed by a University authorized representative.

### Funds/Cash Deposit

Student organizations are required to deposit all proceeds from fundraisers directly to their official student organization account within one week of the fundraiser. Failure to do so may lead to restrictions on fundraising activity, limitations to student organization fund access, and/or other consequences as deemed appropriate.

### Food and Beverage

The Office of Student Involvement assumes no liability for food or beverages sold, exchanged or given out as part of a fundraiser. All patrons of a fundraiser purchase and consume products at their own risk. "Bake Sale" fundraisers will only be permitted if the goods are pre-packaged and sealed from a kitchen or facility that holds a food safety inspection license or certification. Students are prohibited from preparing goods on campus or at home and then selling and distributing those items as part of a fundraiser.

### Gambling

Xavier University prohibits gambling, the sponsoring of lotteries, and the sale of lottery tickets. As such, no fundraisers in the form of gambling are permitted. This includes games of chance where money is exchanged, such as split the pot, raffles, games, etc. or any activity where winners receive cash prizes.

### Locations

On-campus fundraisers are limited to locations included in the fundraising section of the Event & Space Registration form in EngageXU. Sponsoring organizations are responsible for making space reservations and must abide by the venue's policies. Off-campus fundraisers may be permitted.

**Peer-to-Peer Payment Apps**

Fundraising activities that include the use of peer-to-peer payment apps (i.e., Venmo, CashApp, Apple Pay) or the solicitation of funding requests via 3<sup>rd</sup> party websites or tools are not permitted. Xavier organizations that wish to solicit support via web or electronic payment platforms should use the resources available from within the University. Contact the Office of Student Involvement for more details.

**Political Activity**

Recognized student organizations or students engaged in a class project may not engage in fundraising activities in support of a candidate for public office, political party or ballot issue, nor may student organizations donate directly to a candidate for public office, political party, or ballot issue. Students, student organizations or students engaged in a class project may not solicit funds or contributions for public officials, candidates for public office, political parties, or ballot issues in the name of Xavier University. See the [Student Lobbying, Political, and Campaign Activities Policy](#) for more details.

**Promotions and Products**

Fundraisers and affiliated promotional materials or products must be free of the following:

- harassment or discrimination, including such action based upon race, color, religion, sex, age, marital status, sexual orientation, gender identity, disability, military status, parental status, or any other characteristic protected by applicable law,
- pornography, profanity, violence, or sexually suggestive language or images,
- references to alcohol or other illegal substances, which may include the distribution of promotional items most often associated with alcohol such as koozies and bottle openers.

**Solicitation**

On-campus door-to-door solicitation is strictly prohibited. Door-to-door solicitation includes the distribution of any materials, handbills, flyers or literature.

**Violations of Policy**

Violation of this policy may result in the following actions taken singularly or in combination:

- Immediate termination of the event
- Payment for any labor, repair, or replacement costs incurred because of the violation
- A fine levied against offices, organizations, faculty/staff, or students who violate this policy
- Referral to other campus offices as deemed appropriate
- Alleged violations may be referred to the Dean of Students, Vice President for Student Affairs, and/or designee.

**Policy Review and Amendment**

This policy is subject to annual review and amendment. When conditions warrant, a review committee may be called together to develop recommendations.