

Fundraising Policy

The following policy describes the parameters for student organization fundraising. The fundraising policy exists to monitor the appropriateness and maximize the success of student organization fundraisers. 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.

Fundraising Defined

A fundraiser is any attempt by a recognized student organization to raise money for its own purposes, to support a program or event, or to benefit a charity. A fundraising permit form must be completed for any such attempt to raise money either on or off-campus.

Types of Fundraisers

Fundraisers include sales of any kind including food or beverage, raffles, tickets, apparel, discount cards and other products. Fundraisers also include sales to members within the club as well as 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, you must attach copies of the final artwork design with your Fundraising Permit Form. The 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 even the name Xavier University) should first be submitted using the *Promotional Material & Apparel Approval Form* found online in OrgSync. Review the *Brand Use: Promotional Material & Apparel Policy* for more information. Failure to receive proper approval prior to purchase may lead to cancellation of the fundraiser at the expense of your organization.

Donation boxes: If your fundraiser includes collection boxes for donated items, we recommend you complete a Fundraising Permit Form. Donation boxes should 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 or email writing 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 Fundraising Permit Form.

Charitable collections: If your fundraiser is raising funds that will ultimately be donated to a charitable organization, all monies should be deposited into your Xavier fund. You can then issue a check from Xavier 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 student organization fundraisers. Student organizations must have official University recognition and be in good standing. The fundraiser must have the approval of the student organization advisor. Offices and departments are encouraged, but not required, to complete a Fundraising Permit Form for charitable initiatives. Individual students, faculty, and staff are not permitted to host fundraisers.

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. Groups are encouraged to complete the Fundraising Permit Form 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 will be emailed following verification by the Office of Student Involvement. 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 (513) 745-3004 or xuinvolvement@xavier.edu.

Appeals Process

The Office of Student Involvement reserves the right to deny the approval of any fundraiser request. To appeal the denial of a request, please contact the Office of Student Involvement at (513) 745-3004 or xuinvolvement@xavier.edu.

Alcohol Service and Use

Student organizations 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

available 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 be in compliance with the University brand standards and copyright law. For questions about the brand standards, refer to [Our Brand Story site](#) or contact the Office of Student Involvement at (513) 745-3004. 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 (513) 745-3004.

Crowdfunding

Fundraising activities that include the use of crowdfunding type activities or the solicitation of funding requests via 3rd 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.

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 and should conclude by 2 a.m. In addition, fundraisers are not permitted during certain event windows, including Manresa New Student Orientation, Week of Welcome, and Family Weekend. Fundraisers designed to take place in conjunction with another campus or student event (i.e. Late Night Movies) must have written authorization from the event sponsor prior to authorization for the fundraiser.

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. Student organizations must bring a copy of the deposit receipt to the Office of Student Involvement within two weeks 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. When handling any food or beverage product, student organizations should refer to the Food Handling Best Practices tip sheet available on the Office of Student Involvement website under *Policies, Forms and Reservations*.

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 Form. Sponsoring organizations are responsible for making space reservations and must abide by the policies of the venue. Off-campus fundraisers may be permitted.

Political Activity

Recognized student organizations or students engaged in a class project may receive permission to engage in fundraising activities to support a candidate for public office, political party or ballot issue, and/or may donate directly to a candidate for public office, political party, or ballot issue provided that no University or student activity fee dollars are donated in support of a candidate for public office, political party, or ballot issue. These activities are subject to approval. Any funds or contributions for public officials, candidates for public office, political parties, or ballot issues may not be solicited in the name of Xavier University.

Promotions and Products

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

- harassment or discrimination, including such action based on gender, race, ethnicity, color, religion, age, national origin, sexual orientation, gender identity and expression, disability or marital status;
- pornography, profanity, violence, or sexually suggestive language or images; and
- 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

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
- Conduct proceedings in accordance with an individual/group's University classification
- Referral to other campus offices as deemed appropriate

Alleged violations may be referred to the Associate Provost 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.