

Weber State University Academic Colleges Guidelines on Student Fundraising

For the purpose of this policy, fundraising is defined as the collection of funds through donations, sales, and/or event programming. The following policies apply to all fundraising activities sponsored by Weber State University student clubs, organizations and groups.

1. General Guidelines

- a. All funds raised will be for the benefit of the organization and/or University.
- b. Students may be authorized to receive individual monetary gain, so long as pre-approval has been received from both the organization's advisor and the appropriate Parent Department Director. Examples of authorized gain include, but are not limited to, student organization members acquiring sponsorships that are considered credit towards club dues acquiring funds to help cover travel and registration of conferences attended.
- c. All funds raised must be intended for usage in a manner consistent with the mission and purpose of the student organization and/or University and be in compliance with the policies and regulations of Weber State University, and all applicable local, state, and federal laws.
- d. All fundraising activities must be approved before fundraising may begin. Approval is based on the organization having submitted a completed Fundraising Approval Form and having received authorization to proceed from the development office. The form should be submitted to the development director of the student organization's college or school.
- e. Methods of deposit of raised funds will be determined by the said development director.

2. Fundraising for Affiliated and Non-Affiliated Charitable Organizations

Fundraising for non-profit, charitable organizations are permissible provided the above guidelines are followed, along with:

- a. The affiliated charitable organization (CO) submits a letter of support on the CO's letterhead to the parent department acknowledging that the fundraising will occur on behalf of the CO by a clearly identified campus entity. The letter must also clearly identify the agreed upon date for the receipt of funds/items collected on its behalf.
- b. The CO provides proof to the parent department that it is registered with the Secretary of State for the State of Utah as a not-for-profit charitable organization that has received an Internal Revenue Service exemption

letter, and that its proposed use of University resources is in the furtherance of its tax-exempt purpose.

- c. In the absence of an available exemption, the CO is responsible for the collection and reporting of all applicable Utah State Sales and Usage Taxes.
- d. With the exception of section 2.c, the sponsoring student organization is responsible for all costs incurred in connection with the fundraising activity. If the CO has agreed to cover expenses, it is the responsibility of the student organization to come to a pre-arranged agreement with the CO.
- e. The CO is responsible for ensuring that its activities comply with all applicable local, state, and federal laws.

3. Raffles

- a. The state of Utah defines raffles as “a lottery in which each participant buys a chance or chances to win a prize.” Such games of chances are considered gambling in the state of Utah and as such, organizations cannot hold raffles.
- b. Organizations can hold drawings for prizes, so long as no money for specific tickets are exchanged. An exemption to this is when a student purchases a ticket for an event and their name goes into a drawing. This means they have purchased the rights to be at an event and receive benefits from attending.

4. Cash Handling

- a. Students and advisors are expected to follow all University policies regarding cash handling as outlined in the Policy and Procedure Manual (PPM), [section 5-3](#).
- b. When handling cash or checks your group must make every effort to ensure that all forms of currency is collected, transported and deposited per the development director’s instructions within a 48 hour period.
- c. Create reasonable and reliable procedures for your group so there is no ambiguity regarding the responsibilities of student handling group proceeds.
- d. Each group should have one designated person responsible for handling cash and checks. That person must maintain accurate records and be responsible for reporting receipts to the organization regularly or on demand.
- e. Have an easily readable and retrievable system for recording how much money is received, from whom, on what date and for what purpose.