



Policy Number and Title: SL.5.07 Fundraising on Campus

Division	Student Life
Policy Section:	SL.5 (Student Engagement and Formation)
Applicable to:	Students, staff, faculty
Effective:	Student Life Management Team (April 13, 2018)
Most Recent Revision:	President's Cabinet (October 14, 2021)
Contact:	Director of Student Engagement and Formation

Statement of Policy

The policy sets the guidelines for student-led fundraising initiatives on campus. For purposes of this policy, fundraising is defined as the collection of money or goods through donations, sales, and/or event programming for a charitable cause. The fundraising activity must not violate legal, tax, or corporate restraints upon the University.

Procedures

The following guidelines are applicable to all fundraising activities aimed at the LCC community that are carried out online or on university owned property.

General Fundraising

1. All funds raised must be donated to a charitable cause or be used for educational purposes (programs, competition, etc.) that benefit the greater community. No member can ever receive monetary gain from the fundraising. Income cannot be given or loaned out under any circumstances to any person.
2. Donation amount is voluntary, and organizers of a fundraiser may not set a price tag for a donation.
3. The organizer of a fundraising activity must obtain approval from the Student Life Office by filling out the Public Event Request form at least one week prior to the proposed fundraiser date. Information that needs to be provided in the request:
 - Title of fundraiser
 - Student Club/Organization
 - Explain how this will benefit the greater community
 - Income to be used for
 - Charity organization receiving funds
 - Beginning date, times
 - End date, times
 - Proposed location of fundraiser
 - Requester name
 - Requester email
 - Staff or Faculty advisor
4. The University reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising activities.
5. Groups promoting fundraisers must clearly communicate the recipients and distribution of the proceeds.
6. Failure to obtain permission to engage in fundraising, or failure to adhere to university policy regarding activities for which permission has been granted, will result in cancellation of the event.
7. An accounting of any funds raised must be provided to the Student Life Vice President within five business days after the last day of the event.
8. For fundraising activities aimed at external audiences (social partners, alumni, businesses, etc.) please see corresponding Advancement policy or see the Director of Regional Development and Alumni Relations for more information.