

# Student Club and Organization Fundraising Policy

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**Effective Date:** May 17, 2019

**Approved by:** Julie Dinger, VP Academic and Student Affairs

**Policy Owner:** Dean of Student Affairs

**Last Reviewed:** May 22, 2019

**Last Revised:** May 22, 2019

**Revision Approved by:** Mike Harris, Dean of Student Affairs

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## Policy

Any Oklahoma Panhandle State University student club or organization seeking to hold a fundraising event on-campus must meet the following criteria:

1. Any club/organization wishing to host a fundraising event on-campus must complete an OPSU On-campus Fundraising Form and return it to the OPSU Dean of Student Affairs at least one week prior to the event. Approval will only be granted if the event meets all of the requirements included in this policy.
2. The campus organization must be chartered and recognized as an active University organization by the OPSU Student Government Association or be recognized as a team or group by the University administration for the purposes of academic improvement, arts and entertainment, and athletic or academic competition. Off-Campus organizations wishing to host a fundraising event on campus must receive approval from the Dean of Student Affairs in consultation with the University administration.
3. Solicitation of credit cards or other forms of credit as means of raising funds is prohibited.
4. The fundraising event will not conflict with local, state, or federal laws.
5. The club/organization hosting the fundraiser agrees to abide by the rules and regulations of Oklahoma Panhandle State University.
6. The club/organization hosting the fundraiser agrees to be respectful and not intrude on the rights of others.
7. Any club/organization wishing to sell food items will receive approval from the manager of the campus food service provider.
8. Approval of a fundraising event may be denied or revoked for justifiable reasons to include but not limited to the following:
  - a. Failure to comply with regulations outlined,
  - b. Faulty goods/merchandise,
  - c. Unsanitary or unsafe conditions,
  - d. Misrepresentation,
  - e. Falsification of information on application, or
  - f. Events that interfere with the educational mission of OPSU.

## Procedure

Clubs/organizations shall complete an OPSU On-campus Fundraising Form and return it for approval to the Office of Student Affairs.

# OPSU On-campus Fundraising Form

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Advisor: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Will the Event Involve Food Sales: Yes/No

If yes, event must be approved by manager of the campus food-service provider:

\_\_\_\_\_  
Signature of Food Service Manager Date

Description of the Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of the Event: \_\_\_\_\_

Risk Management Statement: Be aware that student organizations and the individuals affiliated with those organizations don't fall under the protection of the University's liability coverage. Organizations are encouraged to consider purchasing a small liability policy to protect the organization and the members.

\_\_\_\_\_  
Signature of Contact Person Date

\_\_\_\_\_  
Signature of Advisor Date

For Official Use Only

Date Received: \_\_\_\_\_

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_