

# Office of Student Leadership and Engagement

## Undergraduate Student Organization Fundraising Guidelines



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The Undergraduate Student Organization Fundraising Guidelines outline the types of fundraising activities that registered student organizations are allowed to pursue, along with information about proper routing and approval processes in order to use Hofstra University resources and name affiliation. This reference sheet is intended for students, faculty and staff advisors, and other administrators involved in student organization fundraising activities as supervised by the Office of Student Leadership and Engagement.

### Types of Fundraising Activities

- **Donations:** A student organization receives a monetary donation or a donation of goods and/or services from an individual or organization. These donations can also result from partnerships with local or national businesses.
- **Raffles:** A student organization offers goods and/or services through any form of lottery in which any number of entrants purchase one or more chances to win a prize.
  - Raffles require additional approvals from the Office of Legal Affairs as outlined in the *Hofstra University Raffle Policy*, which can be found on the Hofstra website.
  - Student organizations are allowed to host 50/50 raffles, which are raffles designed to split the proceeds between a randomly selected winner and the hosting student organization.
  - A “door prize” or a chance to win a prize just for attending an event is not considered a raffle and does not need to be approved by the Office of Legal Affairs.
- **Sales:** Sales of goods for a profit that returns to the student organization.

### General Guidelines

- Only registered student organizations are allowed to host or co-sponsor fundraising activities.
- All fundraising activities, including advertisement, need to be approved by the Office of Student Leadership and Engagement prior to any advertisement or collection of funds. Fundraising activities that utilize campus space must follow the same guidelines for space reservation and usage required by the Office of Event Management.

- Student organizations are required to register all fundraising activity through GetInvolvedHU.
- Failure to abide by these fundraising guidelines and other applicable University policies can result in a student organization losing future fundraising privileges or losing registered student organization status.
- Questions about these fundraising guidelines can be directed to the student organization administrative advisor or the Associate Dean of Students.

## **Review and Approval Process**

Student organizations wishing to host fundraising activities work with their administrative advisor through the same review and approval process that is used for planning non-fundraising events.

1. The student organization representative registers the fundraising activity through the online fundraising approval form on GetInvolvedHU.
2. The student organization representative meets with their administrative advisor to review the proposed fundraising activity and to address any questions or restrictions.
3. If the administrative advisor approves the fundraising activity through GetInvolvedHU, the student organization continues with other event planning requirements based on the scope of their proposed activity/event.

Additional considerations depend on the specific type of fundraising activity.

- **Donations of goods or money**
  - Soliciting funds from external sources or individual is coordinated with the student organization's administrative advisor.
  - Online option: Fundraising can be coordinated through the University's online Marketplace account if the proposed scope meets minimum thresholds and is approved by the Associate Dean of Students. Usage of online crowdsourcing platforms such as GoFundMe is prohibited.
  - Any monetary collection of funds (Cash or Check) should be deposited with the Office of Student Leadership and Engagement, Monday-Friday 9:00am-4:30pm. In the event that money is collected after business hours a money drop should be arranged with OSLE staff through [osleevents@hofstra.edu](mailto:osleevents@hofstra.edu) or by using the Money Drop form available through GetInvolvedHU.
- **Raffles**
  - Raffles require additional approvals from the Office of Legal Affairs as outlined in the *Hofstra University Raffle Policy*, which can be found on the Hofstra website.
  - Raffles require a minimum of thirty (30) days for routing and approvals.
  - Once the raffle is approved by Office of General Counsel and Office of Fiscal Affairs, a raffle account gift agency fund will be created. All associated charges

for the raffle will be billed to this account. Any monies raised from the proceeds of raffle tickets need to be deposited into the designated raffle account for recordkeeping. At the end of the fiscal year, OSLE works directly with the Assistant Controller for Gifts and Endowments<sup>1</sup> to reconcile the monies.

- Student organizations are required to submit names, addresses, student ID numbers, and prize amounts for all winners of the raffle prizes for reconciliation. The names should be sent to the organization's administrative advisor for forwarding to the Assistant Controller for Gifts and Endowments. This information must be received within one business day following the completion of the raffle.
- Once the monies have been deposited into the appropriate raffle accounts, the monies need to be transferred into an operating budget to ensure that the money is in an expenditure line.
- **Sales**
  - Atrium Tables: Guidelines found on [www.hofstra.edu/osle](http://www.hofstra.edu/osle)
  - All proceeds from sales at atrium tables must be deposited with the Office of Student Leadership and Engagement by 4:30 pm the same day as the sale.

### **Deposits and Money Drops**

- All funds collected through approved fundraising activities must be deposited with the appropriate office as soon as possible after the conclusion of the activity/event. During normal business hours (9:00 am - 4:30 pm), any cash or checks collected must be deposited with the Office of Student Leadership and Engagement.
- No funds collected through approved fundraising activities should be stored in residence hall rooms, club offices, lockers, mailboxes, personal vehicles, off-campus residences, or similar locations.
- Money Drops: Student organizations hosting approved fundraising activities outside of the normal business hours of the Office of Student Leadership and Engagement must schedule a money drop. Money drops are scheduled through [osleevents@hofstra.edu](mailto:osleevents@hofstra.edu) or through an online form on GetInvolvedHU. The space reservation process through the Office of Event Management also asks groups to declare whether or not money collection is expected as part of the event.

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<sup>1</sup> Currently Laura Ansell

## **Accessing Funds**

Student organizations may have both a Student Government Association (SGA) allocation account and an income account based on recognition status. Funds resulting from approved fundraising activities are deposited into the organization's income account. Funds deposited with the Office of Student Leadership and Engagement can take up to 10 days to reflect in a student organization's income account. The assigned administrative advisor can assist the student organization in accessing these funds in accordance with applicable Hofstra University guidelines and policies or Student Government Association guidelines and policies.

Income rolls over each semester and can be spent per university guidelines in consultation with the organization's administrative advisor. SGA funding is allocated per semester based upon formal funding requests turned into the SGA. Specific funding policies for SGA allocated funds are defined in the SGA policy series available on the Hofstra website.