RSO Fundraising/Collection Drive Registration Process

Center for Leadership and Involvement
251 Gemmell Student Complex

Please complete the following steps:

1. The Center for Leadership and Involvement (CLI) processes fundraising/collection drive requests on a first-come, first-served basis. Please look at the Fundraising/Collection Drive Tracking Sheet, posted at the Gemmell Information Desk, before you fill out a form, to make sure there are no conflicts.

2. Complete a Fundraising/Collection Drive Registration Form **at least 5 business days** prior to the start of the event. If additional information is needed, the CLI will contact the group member completing the form.

3. If the event requires space on campus, visit the Conference & Event Services Office web site (http://schedule.clarion.edu) to begin the space reservation process.

4. The CLI will return paperwork to the RSO's mailbox within 3 business days.

5. At the completion of the fundraiser, all CSA *funded* organizations **MUST** file a Summary Report Form with the CSA Office (*available in 278 Gemmell or www.clarion.edu/189816.pdf*). The CLI **WILL NOT** approve future Fundraising/Collection Drive requests until a Summary Report Form for this event has been filed.

GENERAL GUIDELINES

1. RSO's are permitted to operate fundraisers/collection drives. There is no limit to the number of fundraisers/collection drives an RSO can have per semester.

2. Fundraisers/collection drives must be approved BEFORE they are advertised or actually begin. This is to avoid having too many events of the same nature occurring at the same time. It is recommended that an RSO considering a fundraiser contact the CLI as soon as possible. The form should be completed and turned into the **CLI at least 5 business days** prior to the start of the fundraiser.

3. In addition to being approved BEFORE they actually begin, raffles must be approved before the tickets are printed. A copy of the ticket format **must** accompany the request form and be approved before tickets are printed to avoid having organizations pay for printing tickets that they cannot use. The Clarion Students Association (CSA) purchases a Small Games of Chance License each year from the Clarion County Treasurer. The permit number must appear on each ticket that is printed and sold. The permit number changes each year and it is important that you use the correct permit number. The permit number for the 2011-2012 academic year is **2191**.

4. There is a four-week limit on the duration of time to conduct a fundraiser/collection drive. With over 140 RSO's on campus, this limit works to give all organizations a chance to conduct these types of activities. These timetables do not include vacation and breaks, therefore RSO's may wish to consider holding events that overlap vacations/breaks.

5. RSO's are permitted to operate raffles. Groups choosing to operate raffles must adhere to the following state requirements:

- Tickets must be preprinted, sequentially numbered and have a detachable stub with the same number (ticket rolls cannot be used for raffles**). A copy of the ticket design must accompany the fundraising form.**
- Tickets must have the date, time and location of the drawing, the name of the licensee **(Clarion Students Association),** the license number (**2191**), the cost of the ticket and the available prize(s) printed on the ticket side. Event name, purchaser's information, CSA license number, and matching ticket number on the detachable part of the ticket.
- A logbook must be kept showing the name of each member that is given tickets to sell and the ticket numbers they were given.
- The drawing must be conducted in plain view of players present and winners need not be present.
- Records must be maintained for a period of two years. Following the drawing, all unplayed (unsold) tickets must be retained. If the amount of the prize(s) exceeds $100, then the winning ticket(s) must also be retained.
- RSO's must turn these tickets, along with the sales log into the CSA Office within two business days following the event. RSO's failing to turn this documentation to CSA will be prohibited from conducting future fundraisers.

6. RSO's considering conducting a member auction must submit a signed Member Auction Guideline form with the request form.

7. RSO's selling t-shirts must submit the proposed design with the request form. RSO's wishing to sell anything that has any of the University's copy/trade/word marks on it must have their products made through a licensed vendor. RSO's wishing to make shirts for the Autumn Leaf Festival must have written permission from the Clarion Area Chamber of Business and Industry if they wish to use any of the names trademarked, copyrighted and owned by the Chamber.

8. RSO's conducting flower sales should indicate the type of flower(s) they are selling on the request form.

9. RSO's selling kits/baskets must provide a list of all of the items that will be included. Additionally, if the organization plans on sending a letter to the parents/guardians of currently enrolled students, or alumni, a copy of the proposed letter must accompany the request form.

10. RSO's arranging jewelry sales must check with the bookstore to verify that their sale will not conflict with any sales the bookstore may be having.

11. RSO's are prohibited from bring credit card companies to campus to get students to fill out credit card applications.

12. Fundraisers involving telephone/cellular/pager companies are not allowed on campus because of the contract Clarion University has with Alltel.

13. Sports brackets/pools are not permitted because they are illegal under PA State Law.

FREQUENTLY ASKED QUESTIONS REGARDING
THE FUNDRAISER APPROVAL PROCESS:

1. My organization is not recognized or is in the process of becoming recognized. May we conduct a fundraiser?
Organizations that are on campus, but not recognized cannot conduct fundraisers. Only RSOs can engage in fundraising activities on campus. Organizations who have turned in their request for recognition and are in the process may be able to raise funds if there are no problems with the recognition request materials.

2. Can my organizations conduct a 50/50 Drawing?
No. 50/50 Drawing are not permissible under the Pennsylvania Small Games of Chance Act.

3. Can my organization do a fundraiser at Memorial Stadium or in Tippin Gym?
Yes, but organizations thinking of holding a fundraiser at these athletic venues must come into the OCL as soon as possible to get this approved. Holding a fundraiser at these athletic venues require additional approvals. The Athletic Director must sign off on this request, so it is important that your group allow enough time to go through this additional step.

4. Does my organization need a space request to raise funds in buildings on campus?
Yes. Fundraising activities requiring space on campus must have an approved space request. If your group is planning a fundraiser in a building on campus, it is important that your organization file the Fundraiser form in the OCL and, visit the Conference & Event Services Office web site (http://www.clarion.edu/events/) to begin the space reservation process. However, it is important to note the following Residence Life Services policies regarding residence hall space:

Hall Facilities
Lounges, meeting rooms, and other areas of the halls may be used by student organizations or groups of students. Such use, however, must be approved by the AC or GHM.

Use of Rooms for Commercial Purpose
Residents are not permitted to use their rooms or other facilities of the building for any commercial purpose. Solicitation by residents or outsiders is strictly forbidden. Use of Rooms for Commercial Purpose Residents are not permitted to use their rooms or other facilities of the building for any commercial purpose. Solicitation by residents or outsiders is strictly forbidden.

5. Does my group need to fill out a fundraiser form if our fundraiser is not on campus? (Example: 7-Eleven or Wal-Mart)
Yes. Even if a fundraiser is being held off campus, all RSOs need to fill out a fundraiser form.

6. Could we conduct a fundraiser in the cafeteria?
It may be possible. RSO's interested in conducting fundraisers in the cafeteria should contact Dining Services at (814) 393-2407.

7. If our fundraising activity will benefit a charity, do we still need to get an approval?
Yes. Regardless of whether or not the event seeks to raise money or collect goods for your organization or to support a charity, it still requires approval.

8. Can more than one fundraising activity be approved for an organization per semester?
Yes, there is no limit to the number of fundraisers/collection drives an organization can conduct per semester.

9. Can my organization do a fundraiser with a company that has already been on campus once this semester?
Yes, the same company can come on campus more than once per semester.

10. What should we put in the "Description of Activity" section?
In this section, we are looking for a simple, precise explanation of the activity the group is conducting (i.e. bake sale, clothing drive, etc.)

RSO Fundraising/Collection Drive Registration Form

Office of Campus Life
251 Gemmell Student Complex

********** **PLEASE BE ADVISED OF THE FOLLOWING RULE CHANGES** **********

RECOGNIZED STUDENT ORGANIZATIONS MAY CONDUCT RAFFLES. PLEASE CONSULT THE RSO FUNDRAISING/COLLECTION DRIVE POLICY FOR THE RULES CONCERNING THE OPERATION OF THIS TYPE OF FUNDRAISER. THE CSA SMALL GAMES OF CHANCE LICENSE NUMBER FOR 2011-2012 IS **2191**.

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Organization Name: _____

Requested By: _____ Office/Title: _____

Phone: _____ Email Address: _____

Description of Activity: _____

_____

_____

Start Date: _____ Time: _____ Location: _____

End Date: _____ Have You Completed a Space Request Form: ❑ ***Yes*** ❑ ***No*** ❑ ***NA***

Estimated Profit: $_____ Proceeds Will Benefit*: _____

*If a portion of the proceeds will benefit at charitable cause/organization please specify the percentage: _____

Company or agency you are working with on fundraiser/collection drive:_____

Name of Representative: _____ Phone: _____

OFFICE OF CAMPUS LIFE USE ONLY

_____ _____
DATE RECEIVED RECEIVED BY

_____ _____
DATE APPROVED APPROVED BY

White Copy – OCL Yellow Copy – RSO Pink Copy - CSA

Center for Leadership & Involvement
251 Gemmell
393-2311

Member Auction Guidelines

Any member who is participates in a member auction will not be subject to sexual acts, hazing, alcohol, or drug activity. Purchased members must be used within 30 days of purchase and can only be used within the timeframe of 8:00 a.m. and midnight. All auction participants must also follow University Rules and Regulations listed in the Student Handbook. The person who signs this form is responsible for notifying the organization of these guidelines.

Name:_____ Date:_____

Organization:_____

Title:_____

Event:_____

Revised 8/26/2011