

Trine University's Fundraising Policy

Trine Fundraising Statement:

Any group (sports team, organization, etc.) on Trine University's campus has the ability to fundraise. Fundraising includes all events and activities through which monetary funds are collected. A fundraiser approval form must be completed and turned in to the Department of Student Success & Engagement (DSSE), located on the first floor of the LINK, for approval **before** a fundraiser may take place. These forms will be considered (approved, denied, request for changes) on a first submitted, first approved basis by the Director of Student Leadership or the Director of Student Activities.

- You must receive complete approval before you begin fundraising
- DSSE will email a copy of the fundraiser form to the requestor following approval – **this copy needs to be present at the time of fundraising, available upon request**
- Tabling outside of Whitney Commons
 - Limited to TWO groups at a time (lunch hours or dinner hours) for no more than two consecutive days per week
 - Groups may request to table outside of Whitney Commons during lunch hours OR dinner hours
 - Approval for tabling is on a first come, first serve basis & is dependent on **1)** approval of completed Fundraiser Approval Form **2)** confirmed reservation in Ad Astra Campus Scheduling for approved time/date
 - **DSSE will keep record of the time and dates of approved Whitney Common tabling fundraisers as they are confirmed in Ad Astra**
- Groups **MUST** gain approval for the design of any content planned to be displayed on the glass windows outside of Whitney Commons.
 - If your design is not approved by DSSE at the time of your fundraiser approval, it is not permitted to be displayed in the University Center during your fundraiser

General Fundraising Policies:

While there are many creative ways to fundraise for your group or philanthropy, the following policies serve as a general guideline to follow while fundraising. *All fundraising must be consistent with the organization's purpose, university policy, NCAA Guidelines and state and federal laws.*

- Groups will not be able to use Trine facilities for their fundraising purposes if the funds raised enrich an individual or commercial sponsor.
- A Trine licensed vendor must be used to print all products bearing Trine trademarks, names, logos, insignias or identifiable properties. **The only official vendor to use is currently St. Andrews Products.**
- Groups promoting fundraisers that benefit one or more organizations must clearly communicate the recipients and distribution of the proceeds.
- When approval from the DSSE has been given and an organization is NOT using Trine University Student Government funds, a student group may sell tickets to a sponsored event.
- **Soliciting students, faculty, and/or staff by going door to door on campus to raise funds is strictly prohibited.**

Accounting for Fundraising –

- **All funds raised must be turned into the Business Office to be deposited into the respective organization's account.** Funds raised in excess of \$25.00 must be deposited no later than the next business day. A check can then be requested if those funds should need to be dispersed to a company, philanthropy, etc.
 - **If interested in the use of a mobile credit card device, an organization must detail the following items on the Fundraiser Approval Form**
 1. Clearly state why you would like to use the mobile card readers

- There are currently TWO card readers for all student organizations and departments to use, therefore we cannot monopolize the readers for the use of student organizations only. Please use this opportunity to justify the use of a mobile card reader for your fundraiser
- 2. Clearly state the dates & times you would like to use the device
- 3. Understand that if you are approved to use a card reader, you must check it out and return it to the Business Office (or DSSE) at the end of each approved fundraising shift.
- 4. If a card reader is damaged in any way or not returned to the Business Office or DSSE, the organization that checked the reader out is financially responsible for replacing the damaged or missing card reader
- All groups must *keep an accurate record of funds raised and spent* on the Fundraising Accounting sheet, available upon request for inspection or audit.
- All prize winners of any kind should be recorded and maintained in the organizational financial records.

Auctions –

- Groups may utilize an auction to raise money by auctioning items such as art, tickets to an event, dinner at a particular restaurant or prizes and/or services provided by a qualified and insured vendor.
- No individual or group may be auctioned for “services” or a “date.” Because our campus values equality and diversity, auctioning individuals or groups places a “value” on a person or group and mimics a tragic time in history when slaves were auctioned. In addition, date auctions can perpetuate a dangerous attitude that “whoever pays is entitled.”

Sale of Food/Bake Sales –

- The sale of food on campus by any university-affiliated group other than *Bon Appétit*, the official campus hospitality service, is strictly prohibited.

Raffles for Prizes (NO CASH PAYOUT) –

- Raffles and games of chance are regulated by the State of Indiana Charity Gaming Commission. As a result, Trine groups are prohibited from this type of fundraising.

Upon approval from the Department of Student Success & Engagement:

- Use your student organization’s Ad Astra log-in information to sign in to the system to reserve a campus space
- If you do not have an account set-up with the Trine business office, create an account for your fundraiser in order to follow the above policy of depositing funds
- Send any marketing pieces for your fundraising efforts that you would like displayed on the UC digital screens to **Clare Danner (cadanner15@trine.edu)** in **.JPEG** format *at least one week before your event date*.

Definitions:

- **Recognized Student Organizations** – An organization that has completed and turned in all the necessary documentation (constitution/mission statement, advisor letter, and roster) set forth by the Department of Student Success & Engagement and Student Government.
- **Contest** – A competition for a prize involving actual skill or criteria for winning that is different from a drawing based on luck, such as an academic based contest.
- **Drawing** – A game of chance where the prize is awarded based on participation or attendance, such as a door prize.
- **Giveaways** – Items of nominal value (\$5 or less) provided to everyone participating in or attending an event.

- **Prizes** – Include cash, cash-equivalents (such as gift cards), tangible personal property, and complimentary services.
- **Raffle** – The selling of tickets or chances to win a prize awarded through a random drawing. (I.C. 4-32.2-2-26)
- **Value** – Shall be the fair market or retail value of a prize, regardless of whether the prize is purchased by a Trine University unit, donated, or furnished by an external entity.