Fundraising Information for ASEWU Registered Student Organizations

Introduction
There are strict rules in Washington (under the WAC and RCW codes dealing with gambling) that govern fundraising activities and organizations must abide by the state laws. Fundraising by student organizations at EWU is defined as “any activity in which money is exchanged.” Even if the purpose of the activity is to defray expenses it is considered a fundraiser including soliciting donations, selling raffle tickets or other items, etc.

The Fundraising Process
1. Pick up an Application to Raise Funds and an Event Registration Form on Campus from the Office of Student Activities in PUB 320.
   Groups wishing to raise funds:
   - Must be a registered student organization in good standing with the ASEWU.
   - Must have an individual responsible for organization funds.
   - Cannot use state funds as “seed money” for its organization’s fundraiser
     - If money is used for the fundraiser a receipt must be submitted along with the Declaration of Funds Raised form.
2. If the fundraising project is co-sponsored with another ASEWU recognized student organization, that organization must also complete the form before the event can be approved.
3. Submit a completed Application to Raise Funds and Event Registration Form to PUB 320 at least three (3) days prior to the planned fundraising project.
4. Schedule a meeting with Student Life Accounting (PUB 320)
   Bring to the meeting:
   - A copy of the organization’s completed Application to Raise Funds form.
   - A summary outline of what the organization’s plans are and how funds/money received will be tracked and safeguarded.
   - If the fundraiser is for a charity, there must be a letter of endorsement from the charity.
   At this meeting, we will ask questions, and indicate if approval will be given.
5. If you are conducting your event at a table in the PUB, reservations must be made by contacting the Customer Service Desk in the Bookstore at 509.359.2775. If you are using some other room space in the PUB or elsewhere on campus, note that on the Event Registration Form and the Office of Student Activities will assist you in reserving a room. Table and room space are given out on a “first come, first served” basis.
6. Turn in Declaration of Funds Raised form within five (5) working days of completing the fundraising project.

How Organizations Can Raise Funds
1. Collecting voluntary membership dues at meetings.
2. Applying for an ASEWU supplemental budget or mini-grant (does not require fundraising approval).
3. Soliciting donations at a table in the PUB (requires fundraising approval).
4. Charging admission to events (requires fundraising approval).
5. Conducting sales at approved events or table on campus (requires fundraising approval).
   - Selling non-commercial items related to the purpose of the organization or event (such as student publications, bumper stickers, organization t-shirts, etc.)
   - Selling food items generally limited to baked items bought at local stores or made by members. All food must be wrapped. Selling food that requires refrigeration or heating to maintain health and safety is severely limited. The Director of Dining Services and/or the Spokane Regional Health District must give approval for such sales.
6. Sponsoring a dance with the assistance of Student Activities, 509.359.7924 (requires fundraising approval).
7. Other fundraising opportunities are possible but must be approved by the Office of Student Activities.
8. Special fundraising requirements are mandated for drawings/raffles and clothing sales. These may require additional application materials.

**Fundraising Policies**

1. A registered student organization must have prior approval (by submitting the Application to Raise Funds at least three (3) days prior and having their event approved) and must clearly identify itself when raising funds.
2. Student organizations may fundraise either to benefit the organization or to benefit a charitable organization (tax-deductible as defined by the Internal Revenue Code).
3. All registered student organizations must have a treasurer/accountant and must ensure that funds are being tracked and monitored by a responsible individual.
4. In raising funds, student organizations are required to adhere to all university rules and regulations and policies.
5. Fundraising activities shall comply with all state laws, licensing requirements, and tax laws. It is the responsibility of the student organization to comply with such laws.
6. Promotional materials may acknowledge the assistance of a non-university group(s); however, student organizations may not conduct any activity that shall establish or extend fundraising privileges to campus for a commercial enterprise.
7. Student organizations may charge admission for activities such as dances or lectures providing that they are financial sponsors of the event. Student organizations may not charge an admission fee or collect donations if EWU or the ASEWU is paying for the main attraction in part or in whole.
8. Student organizations may not conduct raffles on EWU property without approval from the Office of Student Activities. Additional application materials may be required for raffles.
9. Student organizations may charge admission for film and video showings provided they have obtained the proper copyright clearance. Each organization shall be responsible for procuring any necessary license for such showings.
10. Student organizations wishing to sell self-produced or self-made items (t-shirts, bumper stickers, etc.) must have prior approval from the Office of Student Activities, and University Marketing & Communications in Showalter 300. Material that violates copyright laws will not be approved.
11. Within five (5) days of completing a fundraising project, student organizations must submit a Declaration of Funds Raised form to Student Life Accounting (PUB 320) that gives a total amount of funds raised during the event. Failure to submit this form may preclude the student organization from fundraising on campus for the remainder of the year.
12. If multiple student organizations are co-sponsoring a fundraising program, each organization is responsible for submitting both the Application to Raise Funds and Declaration of Funds Raised forms to Student Life Accounting (PUB 320).
13. Because of strict state laws, individual students are not permitted to raise funds on campus.

**How Organizations Can Use the Funds They Raise**

Organizations may use funds raised for anything that is consistent with the purpose and goals of the organization. It is suggested that organizations DO NOT use self-generated funds for personal gain.
APPLICATION TO RAISE FUNDS
For Registered ASEWU Student Organizations

This form must be submitted for approval at least three (3) days prior to the planned fund raising project. If you cancel your event, you MUST inform the Office of Student Activities about the cancellation.

I. STUDENT ORGANIZATION INFORMATION

Name of Organization: ___________________________ Contact Name: ___________________________

Contact Person’s Address: ___________________________

Street Address   City   State   Zip Code

Contact Phone Number: ___________________________ Contact Email: ___________________________

Name of Organization’s Treasurer/Accountant: ___________________________

Name and Location of Organization’s Financial Account: ___________________________

Co-sponsoring Student Organization or Charitable Organization (if applicable): ___________________________

NOTE: Any co-sponsoring student organization must submit a separate “Application to Raise Funds” form before the event can be approved.

II. EVENT INFORMATION

Proposed date(s) of event: ___________________________ Proposed Location of event: ___________________________

Describe the proposed project: ___________________________

Will the event be open to the public? □ Yes □ No (If no, explain.) ___________________________

Type of Fundraiser: □ Bake Sale □ Food □ Raffle □ Event(s) □ Clothing □ Food Drive □ Other ___________________________

The money raised will be used for: □ Activity Fee □ Club Dues □ Club Supplies/Equipment □ Travel Costs □ Conference/Workshop □ Other ___________________________

□ Charity Donation – If so, please attach a letter of endorsement from the charity.

III. METHOD OF COLLECTING FUNDS

NOTE: If the activity involves a sale item with design and lettering (t-shirts, caps, etc.), the organization must either provide a sample, description, or picture of the item prior to sale, and get prior approval from the Advisor for Student Activities, and University Marketing & Communications in Showalter 300. Organizations may not sell copyrighted items without the written permission of the copyright holder.

Admission: Price at the door _________ Advance sales or registration fees _________ Ticket sales _________

Donations: How and where collected. ___________________________

Food/Beverage Sales: □ EWU Dining Services □ Other (describe) ___________________________

□ Group Provided – If so, what is the name of the student with the Food Handler’s Permit ___________________________

• Specify food items to be sold. ___________________________

Other Sales: Itemize what is to be sold and for how much. ___________________________

Raffles: Suggested donation amount $ _____ Describe prizes ___________________________

Where is the money being deposited? □ Club Funded Account □ ASEWU Account (received budget) ___________________________

I understand and agree to adhere to all state laws and the university’s fund raising policies and procedures ___________________________

(Signature) Student Coordinator of Club/Organization ___________________________ Date ___________________________

(Signature) of Campus Advisor of Club/Organization ___________________________ Date ___________________________
DECLARATION OF FUNDS RAISED

For Registered ASEWU Students Organizations

This form must be submitted within **five (5) days** of the completed fundraiser. If funds collected reach **$500 or more**, the money MUST be deposited that same day.

Make a copy of the receipt for club treasurer and bring original receipt to the Student Life accountant in PUB 320.

The money must be deposited in the University Bookstore at the Customer Service Desk.

STUDENT ORGANIZATION INFORMATION

**NAME OF EVENT THE FUNDS WERE RAISED FROM:**

Name of Student Organization ________________________ Student Chair for Activity ________________________

Contact Person’s Phone Number ________________________ Address ________________________

Location of Organization Financial Account ________________________ Treasurer/Accountant ________________________

Co-sponsoring student organization or charitable organization (if any) ________________________

**NOTE:** Any co-sponsoring student organizations must submit a separate “Application to Raise Funds on Campus” form and a “Declaration of Funds Raised” form.

FUNDS RAISED

Account for money raised during each day of your fundraising event (you may attach an additional sheet if necessary).

<table>
<thead>
<tr>
<th>DATE COLLECTED</th>
<th>MONEY RAISED</th>
<th>DATE DEPOSITED</th>
<th>Club Funded or ASEWU Account</th>
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<tbody>
<tr>
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<tr>
<td>Raffle Start Number</td>
<td>Raffle End Number</td>
<td>How Many Raffles Sold</td>
<td>How Many Raffles NOT Sold</td>
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**TOTAL AMOUNT RAISED $ ___________**  •  **RAFFLES – WHAT IS THE COST PER TICKET? ___________**

• **RAFFLES – PRINT NAME OF WINNER ___________ Student/Staff/Faculty ID # ___________**

If there are multiple winners, print their name on the back of this form along with their signature and EWU ID #

• **RAFFLES – SIGNATURE OF WINNER ___________**

By signing this “Declaration of Funds Raised” form you, the winner of the raffle, have received the item that was raffled by the above listed student organization.

* If the winner is neither a student, staff, or faculty member of EWU, inform the Office of Student Activities for a different form.

I declare this accounting of the funds raised on the above dates by ________________________ to be true.

(Student Organization)

(Treasure/Accountant of Club/Organization) Date (Signature) Campus Advisor of Club/Organization Date

FOR OSA USE ONLY (revised 9/28/2009)

Received By ________________________ OSA Staff Date OSA or Student Life Accounting Date

Approved By ________________________ OSA Staff Date