

McKendree RSO Fund Solicitation Policy and Process

Policy

1. Only McKendree University registered student organizations are allowed to engage in fundraising activities.
2. All fundraising activities (both on and off campus) must be approved by the Director of Campus Activities. **In addition, Event Registration Forms must be completed to officially reserve space on campus.**
3. All fundraiser proposals must be on file with the Office of Campus Activities **two (2) weeks** prior to activity. Examples of acceptable fund raisers include, but are not limited to bake sales, merchandise sales, and other non-taxable items.
4. On-campus fundraising events may only be held on two consecutive dates at a time and are limited to a maximum of 3 hours. Fundraising events extending beyond the established time period require approval.
5. All registered student organizations are required to have a lockable collection box or bank bag on site to store collected funds. These items are available from the Campus Activities Office.
6. Fundraising events involving the sale of products with the McKendree name, logo, or mascot must be approved by the Office of University Communications and Marketing **BEFORE** printing or production.
7. No group can solicit funds from individuals or businesses without approval from the Office of Campus Activities. If necessary, additional approval may be required from the Department of Advancement, Alumni, and Parent Relations. Any request of this type may delay the processing of your Fund Raiser Proposal.
8. Gifts made directly to organizations are NOT eligible for a tax deductible receipt.
9. McKendree University complies with the Illinois Raffle Act and Illinois Gambling Statutes.
<http://www.gambling-law-us.com/Charitable-Gaming/Illinois/Raffle-Act.htm>

Process

1. Download the Fund Raiser Proposal from the Student Organization Resources page on the McKendree University website or pick it up from the Campus Activities Office, located in The Lair.
2. **The completed Proposal must be turned in at least two (2) weeks prior to the activity. In addition, the Event Registration Form must be completed to officially reserve space on campus. It can also be found on the Student Organization Resources page on the McKendree University website.**
3. To complete approval for your on campus fundraising event, you must have the following:
 - a. Confirmation of your reserved space from the University Operations Department
 - b. A copy of the signed and approved Fund Raiser Proposal Form. A Fund Raiser Permit will be issued when your request is approved.
4. Once your event is over, the permit must be returned to the Campus Activities Office.

NOTE:

***Completing this form does not reserve a room or space for your fund raiser. You must still complete the Event Registration Form, which is located at: https://www.mckendree.edu/student-life/involvement/rso/resources/event_registration.php . Your registration for the space must be approved by University Operations. An Event Registration Form is required to use tables in the Piper Academic Center hallway. A maximum of 2 groups will be allowed to use the area at a time.**

For additional information, please contact:

Craig Robertson
Director of Campus Activities
Lower Deneen Center – The Lair
croberts@mckendree.edu
618-537-6856



Fund Raiser Proposal Form

The completed Proposal must be turned in at least two (2) weeks prior to the fundraising event. In addition, Event Registration Forms must be completed to officially reserve space on campus.

This is an electronic document. Please type requested information on this document and print 2 copies - 1 for your records and 1 for your appointment. After completion of this form, please schedule an appointment for review by the Director of Campus Activities at ext. 6856.

Name of Organization:

Advisor Name: Phone:

President Name: Phone:

President Email Address: President ID Number:

Description of Fund Raiser:

Purpose of Fund Raiser:

*Fund Raiser events are not allowed to run for more than two consecutive dates.

Fund Raiser Date(s):

Fundraiser Time(s):

From:	<input type="text"/>	To:	<input type="text"/>
From:	<input type="text"/>	To:	<input type="text"/>

From:	<input type="text"/>	To:	<input type="text"/>
From:	<input type="text"/>	To:	<input type="text"/>

Location of Fund Raiser:

All Fund Raisers must be approved by the Office of Campus Activities. Signing this document indicates that:

- Your organization is currently a Registered Student Organization at McKendree University.
- You have read the Fund Solicitation Policy and Process document.

Organization Advisor Signature	Date	Organization President Signature	Date
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For Office Use Only

Approved Rejected Referred (Reason) _____

Office of Campus Activities	Date	Dept. of Advancement (if necessary)	Date
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