



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. **Schedule a brief (10-15 minute) review meeting with the Director of Campus Activities at 618-537-6856. The completed Proposal Form must be turned in at least two (2) weeks prior to the start of the activity. In addition, if your event will be held on campus other than in a classroom, the Event Registration Form must be completed to officially reserve space. Classrooms must also be reserved for use. Both forms can 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 approved Fund Raiser Proposal Form with necessary signatures. 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.

Policy

1. Only McKendree University registered student organizations and approved clubs are allowed to engage in fundraising activities.
2. RSOs cannot participate in fundraising for individual gain; they must be directed at an organization (either the RSO or a philanthropy).
3. Students or RSOs cannot enter into contractual agreements on behalf of the University. All contracts must be reviewed and approved by the Office of Administration and Finance.
4. 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.
5. All fundraising activities (both on and off campus) must be approved by the Director of Campus Activities **(Greek fundraisers must receive approval from both Fraternity and Sorority Life and Campus Activities). In addition, Event Registration Forms must be completed to officially reserve space on campus.**
6. Permission will not be granted for the sale of products or services that conflict with University policies. For example, RSO fund raising activities may not involve the sale of alcoholic beverages or tobacco products.
7. 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.
8. 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.
9. 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.
10. 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.
11. Gifts made directly to organizations are NOT eligible for a tax deductible receipt.
12. Prize Receipts: When a prize is awarded for an event or fundraiser, the recipient and a representative of the organization must sign a prize receipt. Prize receipts should be done in triplicate - One copy should remain with the recipient, one should remain with the sponsoring group for their records, and a third must be returned to the Office of Administration and Finance within 3 business days of the event.

13. The Registered Student Organization must be prepared to demonstrate that all proposed sales activities comply with local and state sales tax rules and regulations. Student leaders responsible for the fund raising activity are required to consult the University Comptroller (537-6981) before making their application with the Office of Campus Activities. If a license is required for the fund raising activity, the RSO is solely responsible for securing the license in compliance with applicable law. McKendree University complies with the Illinois Raffle Act and Illinois Gambling Statutes: <http://www.gambling-law-us.com/Charitable-Gaming/Illinois/Raffle-Act.htm>

GUIDELINES FOR THE SALE OF BAKED GOODS AND OTHER FOODS

Organizers and sponsors of bake sales and any food preparation event must not neglect good food protection and sanitation practices when planning, organizing, and holding the event. The Student Affairs Office and Campus Activities Office must approve any bake sale.

Good planning is essential to the proper preparation, transportation, and display of the varieties of baked goods.

Any person who is “sick” or who has just recovered from a recent illness, especially one causing diarrhea, must not be involved in the preparation or handling of any food item.

Acceptable bake sale items are: cookies, fruit pies, brownies, turnovers, cakes, bread, specialty breads, and cupcakes.

All foods containing tree nuts, peanuts, dairy, soy, eggs, fish, wheat and shellfish must be labeled clearly. No cream-type items are to be offered for sale. Furthermore, all items must be prepackaged in plastic wrap or bagged. Cutting or slicing any prepared item that is for sale is prohibited.

A representative of the Campus Activities Office may inspect the food event. If necessary, a representative of Sodexo Dining Services may be required. Any corrective action deemed necessary must be taken by the person in charge of the event, or the right to continue the event, or to hold future events may be forfeited.

Any questions or comments may be addressed to the Campus Activities Office.

NOTE:

*Completing the Fundraiser form does not reserve a room or space for your fund raiser. Classroom and other reservations can be made at: <http://letsmeet.mckendree.edu>. Your registration for the space must be approved by University Operations. The same form must be used to reserve tables in the Piper Academic Center (PAC) hallway. A maximum of 2 groups will be allowed to use the PAC area at a time.

The RSO Event Reservation Form (eForm) is required to register your event with the Campus Activities Office. All fundraiser and room reservation information should be confirmed prior to completing this form. The RSO Event Registration Form is located on the Student Organization Resources page, or can be accessed at <https://eforms.mckendree.edu>.

For additional information, contact: Director of Campus Activities • croberts@mckendree.edu • 618-537-6856

IMPORTANT!

TO SAVE YOUR FORM DATA ENTERED, THIS FORM SHOULD BE COMPLETED IN ADOBE READER! COMPLETING IN A WEB BROWSER ALLOWS YOU TO PRINT, BUT WILL NOT SAVE YOUR DOCUMENT INFORMATION.

The completed Proposal must be turned in at least two (2) weeks prior to the fundraising event. In addition, RSO Event Registration Form must be completed to register the event and the Space Reservation form must be completed to officially reserve a room/area on campus.

After completion of this form, please schedule an appointment for review by the Director of Campus Activities at ext. 6856.

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. Make sure the Advisor and Organization President sign the form.

Name of Organization:

Advisor Name: **Phone:**

President Name: **Phone:**

President Email Address: **President ID Number:**

Signature of Person Submitting Form **Today's Date:**
 (typed name is okay)

Is this a Greek Life Event?

***Fundraisers running for more than 2 consecutive dates require approval**

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:

Type of Fundraiser (*bake sale, donations, etc.*):

<input type="text"/>	<input type="text"/>
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Description of Fund Raiser/Philanthropy (*Include co-sponsoring RSOs, amount charged, and any other relevant information*):

All Fund Raisers must be approved by the Office of Campus Activities (*Greek fundraisers must have approval from both Greek Life and 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.

NOTE:

***Completing this form does not reserve a room or space for your fund raiser.** You must still complete the Space Reservation Form, which is located at: <https://letsmeet.mckendree.edu>. Your registration for the space must be approved by University Operations. The RSO Event Registration Form is required to reserve your event with the Campus Activities Office and for eSource publication if applicable.

Advisor Signature: **Today's Date:**

RSO President Signature: **Today's Date:**

For Office Use Only

Approved Rejected Referred (Comments) _____

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

Campus Comptroller _____ Date _____ Coordinator for Fraternity and Sorority Life (for Greek RSO) _____ Date _____