

# **Syracuse University Policy on Fundraising by Registered Student Organizations and University Departments**

## **A. Definition:**

For purposes of this policy, fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.

## **B. Guidelines:**

The following guidelines are applicable to all fundraising activities by registered student organizations on Syracuse University owned, operated, or controlled property:

1. The sponsor of a fundraising activity must complete a request form and obtain approval of the fundraising activity from the Office of Student Centers and Programming Services, 228D Schine Student Center.
2. The fundraising activity is required to offer a benefit to the University community that is consistent with the University's educational mission.
3. The purpose for which the funds will be raised must be consistent with the purpose of the registered student organization and the Code of Student Conduct and other applicable policies of Syracuse University. Further, the fundraising activity must not violate legal, tax, or corporate restraints upon the University.
4. An accounting and surrender of any funds raised must be provided to the Office of Greek Life & Experiential Learning within five business days after the event.
5. A currently enrolled student member(s) of the sponsoring registered student organization must be present during the entire time of the event.
6. In the absence of an available exemption, the event sponsor is responsible for ensuring the collection, reporting, and payment of all applicable New York State Sales and Use Taxes.
7. Event sponsors are responsible for ensuring that proposed activities comply with all applicable federal, state and local laws, rules and regulations.
8. Spaces in which the fundraising activity is occurring must be identified by a sign indicating the conducting entity's name, goods, and/or services being sold, and prices.

9. Neither individuals (regardless of affiliations with Syracuse University) nor private, commercial organizations may sell or promote the sale of products or services on Syracuse University owned, operated, or controlled property except:
  - a. Individuals or organizations with whom/which Syracuse University has entered into a written contract.
  - b. Individuals or organizations authorized in writing by Syracuse University to engage in the sales of goods or services for the benefit of a registered student organization.
10. Commercial or corporate sponsorship of programs or events is permissible provided that no products and/or services are sold at the event.
11. Syracuse University reserves the right to require third parties participating in or conducting fundraising activities to meet additional requirements, including without limitation requirements that such parties furnish evidence of insurance coverage acceptable to the University and/or agree to indemnify the University and University personnel against liabilities arising from their acts or omissions.
12. Syracuse University reserves the right to approve the identity of any proposed sponsor and the content of sponsorship materials associated with a fundraising activity.

**C. Non-affiliated Charitable Organizations**

Fundraising for non-profit, charitable organizations (*e.g., The Red Cross, Salvation Army, etc.*) having no direct affiliation with Syracuse University are permissible provided that the above guidelines are followed, and:

1. The organization submits a statement of support on the organization's letterhead to the Office of Greek Life and Experiential Learning, the Office of Student Centers and Programming Services, and the Center for Public and Community Service acknowledging that the fundraising will occur on its behalf and indicating the expected date of the receipt of the donation.
2. The organization provides proof to the University that it is registered with the Secretary of State of the State of New York as a not-for-profit, charitable organization, that it has received an Internal Revenue Service exemption letter, and that its proposed use of University owned, operated, or controlled property is in furtherance of its tax-exempt, charitable purpose(s).
3. The registered student organization planning the event is responsible for all costs incurred in connection with the event, other than those borne by the charitable organization.

4. Educational information about the agency and the services it provides is made available at the event.
5. Notwithstanding paragraph B(6) above, in the absence of an available exemption, the charitable organization is responsible for the collection and reporting of all applicable New York State Sales and Use Taxes.
6. The charitable organization is responsible for ensuring that its activities comply with all applicable federal, state, and local laws, rules, and regulations.

**D. Fundraising Examples:**

Syracuse University provides the following as general examples of items that may be used to raise funds. Please note that the University reserves the right to review and approve all items.

1. Items for sale which have been produced by the organization (e.g., baskets, bouquets of flowers)
2. Cash donations
3. Donations of items of value (e.g., clothing, school supplies)
4. Items for sale which are directly related to the student organization's mission or goals (e.g., plants sold by the Horticulture Club)
5. Items that promote school spirit (e.g., buttons, balloons) but do not conflict with University trademark policies
6. Pre-packaged items (e.g., candy, gum)

**E. Prohibitions**

Syracuse University reserves the right to restrict all fundraising activities to reasonable times, places, and manners. The following activities are specifically prohibited:

1. Solicitation by credit card or telephone card companies, with the exception of those approved by the University Bookstore or an appropriate Chancellor's Cabinet Officer
2. Door-to-door fundraising on Syracuse University owned, operated, or controlled property
3. Fundraising on the University Quadrangle
4. Fundraising for any candidate for political office

5. Sale or distribution of items that violate University trademark rights or existing contracts
6. Receipt by individuals who organize a fundraising activity of proceeds from the activity

#### **F. Locations**

The specific campus locations listed below have established additional criteria for fundraising activities. All of these areas require the approval by the Office of Student Centers and Programming Services and:

1. Residence Halls: Approval by the Office of Residence Life and the Residence Director of each residence hall in which fundraising is to occur.
2. Dining Areas: Approval by the specific dining hall/location manager.
3. Academic Buildings: Approval by the appropriate dean, director, or building coordinator of the facility.
4. Recreation Facilities: Approval by the Department of Recreation Services. This applies to athletic fields and gymnasiums.
5. Manley Fieldhouse: Approval by the Department of Athletics.
6. Carrier Dome: Approval by Manager of the Carrier Dome.

#### **G. Additional Restrictions and Requirements**

Syracuse University acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to fundraising activities. As a result, the University reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising activities. These restrictions may be in addition to, or in lieu of, those set forth in the policy.

#### **H. Enforcement**

1. Failure to obtain permission to engage in or sponsor sales or fundraising, or failure to adhere to University policy regarding activities for which permission has been granted, will result in the curtailment and/or cancellation of the event by the Office of Student Centers and Programming Services or other appropriate University official.
2. The University Judicial System has jurisdiction over complaints against any student or registered student organization(s) alleged to have violated this policy.

**I. Sanctions**

Sanctions for violation of this policy by students and/or registered student organizations include, but are not limited to, fines and/or restitution, loss of the right to use University property or facilities for activities, loss of recognition for registered student organizations, other disciplinary sanctions, and other educational sanctions appropriate to the circumstances.

**J. Reservation of Rights**

Syracuse University reserves the right to amend this policy at any time.