UNIVERSITY POLICY SA-29.02-02/12

TO: University of West Florida Community

FROM: Dr. Judith A. Bense, President

SUBJECT: Fund Raising by Student Organizations

AUTHORITY: Board of Governors Regulation 1.001

Policy/Purpose: Describes General Conditions for Student Organization Fundraising Sales, Promotions, and Related Activities

Only officially registered student organizations may engage in fund-raising activities to sell products, publications or services and to collect donations. Prior written approval for such projects must be obtained from the University Commons and Student Activities Office in accordance with the following provisions:

1. Before approval is granted, the student organization must submit an Event Registration Form to the University Commons and Student Activities Office describing the proposed project including purpose, schedule of events, and financial plans.

2. Fund-raising projects must be conducted in a lawful manner and in compliance with applicable University policies and procedures, including University Policy DV-02.02-8/11, which, among other requirements, provides for advance review and approval by the Vice President for Student Affairs or designee and/or the Division of University Advancement for many projects.

3. The student organization must keep accurate financial records and provide to the Student Activities Office, upon request, a full and complete accounting.

4. Raffles and lotteries are regulated by Florida law and are generally not permitted.

Faculty, students, staff and non-university personnel wishing to conduct business on campus must comply with University Policy P-05.02-04/11, and any other applicable University policy or regulation.

Approved By:

Dr. Judith A. Bense, President

Date: 2/21/12

HISTORY: SA-01.01-06101, adopted 06/2001

SA-29.02-02/12 renumbers and amends SA-01.01-06101; adopted 2/12/2012

SA-29.02-02/12 Fund Raising by Student Organizations – repeal 12/6/2016
Change Justification:

This policy is being repealed and is no longer needed because most of the policy has been subsumed under University Policy DV-02.03-04/14 Fundraising and Solicitation.

History:

SA-29.02-02/12 Fund Raising by Student Organizations, adopted February 2012; repealed hereby.

Approved: [Signature] Date: 1.17.2017
Dr. Martha D. Saunders, President