

Fundraising Guidelines for Student Organizations

If raising funds for use by a PSU Student Organization (not to include PSU varsity athletic teams), an officer in the organization must ...

- Register your fundraiser with the HUB Administrative Assistant by completing the [on-line form](#).
- Make reservations using the online reservation system for tables and rooms if space is needed. The request must include a detailed description of the fundraiser, including where the funds are designated.
- Notify all donors of where the funds will be designated. This information should be included on publicity and at the fundraising venue (i.e. – at the Pawsway table).
- Deposit funds raised with the Student Accounting Office within 24 hours of receipt. For longer term fundraisers, this may necessitate multiple deposits.
- Obtain a signed “Merchant Solicitation Form” from the Student Activities Office prior to soliciting area businesses for products or service donations. Businesses must be informed of how their donation will be used.
- ❖ Fundraisers involving the preparation of foods will be approved only if they meet health code standards. Bake sales will be allowed.

If raising funds to donate a gift to Plymouth State University (i.e. – to start a scholarship fund, etc.), in addition to the above an officer in the organization must ...

- Notify other offices/departments on campus, specifically if the gift is for that office or the services of a department are needed (i.e. Physical Plant must be consulted for any gifts that would be planted or installed on the grounds).

If raising funds to make cash donations to a memorial fund or not-for-profit organization, in addition to the above an officer in the organization must ...

- Determine the exact organization(s) to receive the donation, and register this organization with the Student Accounting Office **PRIOR** to advertising for your fundraiser. Organizations receiving money must be a registered 503c not-for-profit organization. Money cannot be donated to individuals.
- Submit a copy of all advertising for this fundraiser to the Student Accounting Office.
- Organizations cannot donate money from their allocated funds to a charity or other organization.
- With prior notification to the Student Activities Office and the Student Accounting Office, student organizations may use their allocated funds to purchase items for sale, and the PROFITS from these sales may be donated to a registered not-for-profit organization. Money used to purchase the items for sale must be repaid to the organization and all other associated costs (i.e.- ticket printing, room fees, etc.) repaid before any money can be given to the not-for-profit organization.