

Fundraising Policy

Student Organizations must register all fundraising activities with the Student Activities Office at least one (1) week prior to the scheduled activity. Fundraisers include all activities where there is a collection of funds, regardless of whether the money is donated to a charity or is deposited in the sponsoring organization's account. Activities include, but are not limited to penny voting, merchandise sales, credit card applications, bake sales, race registrations, etc. Collection of dues from organization members and ticket sales for an entertainment event (i.e. comedy show) are not considered fundraisers.

Reporting Results

If the fundraising activity is to raise funds for a charitable organization, the total amount of money raised is to be reported to the Director of the Burger Center for Student Leadership & Public Service at x3682.

Raffles/Casino Nights

All fundraisers must comply with University, state and local ordinances and laws. Due to the number of legal, tax and operational issues associated with raffles and casino nights, student organizations are not permitted to sponsor them in order to raise funds.

Cell Phone Vendors

Cell phone vendors will be limited to the Student Center Atrium two days per week, one time a semester. They are required to pay a \$50 per day fee if they are not sponsored by a student organization. If sponsored, then it is up to the student organization to negotiate terms where they will benefit from the sponsorship.

Credit Card Vendors

All credit card vendors must be sponsored by a student organization, who is responsible for negotiating terms in which they will benefit for such sponsorship. Vendors will be limited to the Student Center Atrium two days per week, one time a semester. In addition, the vendor must distribute written material educating students about credit card debt and financial responsibility.

Car Washes

Car washes can only be held in the Field House parking lot. Bradley will supply hoses when you:

1. complete a Fundraising Request Form, have it signed by your advisor and approved by the Director of Student Activities
2. reserve the Field House parking lot through James Lewis, Field House Manager (jlewis@bradley.edu)
3. take email stating date approval to the Cashiers (Swords Hall) and pay the \$10 car wash fee
4. take receipt and email to MacMillan Hall to reserve hoses
5. on the day of the car wash, bring the paperwork and student ID to MacMillan Hall to pick up the hoses

Hoses must be returned to MacMillan following the event.

Bradley Merchandise - T-shirts, Mugs, etc.

An approved vendor must print any item imprinted with the Bradley University logo, "Bradley" or "BU". All local printers are listed in this handbook under *Community Resources*.

Alcohol

Fundraisers associated with the sale of consumption of alcohol are prohibited.

Department of Development

The Department of Development is part of the University's Advancement Division. This division helps Bradley accomplish its mission through annual and capital resource development initiatives. They help raise major gifts, conduct the annual Bradley fund drive, and create opportunities for alumni to remain meaningfully and constructively engaged with the University. Bradley's Development Office invites student organizations to discuss their fundraising plans with a member of its professional staff before beginning any direct solicitation of gifts.