

Illinois Wesleyan University Fund Raising Guidelines and Application Process

Because of the educational opportunities afforded by student groups, registered student organizations officially recognized by the Student Senate (hereafter referred to as “RSOs”) may engage in fund raising activities to support their campus and off-campus service programs in which their members participate. RSOs may also wish to support an off-campus charitable entity through a fund raising activity that uses on campus facilities. In all such cases, permission for such an activity must be obtained from the Dean of Students pursuant to the following guidelines before engaging in such activities. It should be noted that if the University permits a fund raising activity to be held on campus to support any off campus charity, such permission shall not imply the University’s endorsement of that charity. In addition, the University does not intend to evaluate the merits of causes or off campus charities in permitting its facilities to be used; however, such charities must be legitimate charitable organizations qualified to receive donations.

Factors to be considered by the University:

In deciding whether to approve a particular fund raising activity, the Dean of Students, on the University’s behalf, may consider the following factors:

- Fund raising activities should be student led and represent the initiative of students acting independently of off-campus agencies.
- There must be a clear nexus between the mission of the sponsoring RSO, the off-campus charity that the RSO wishes to support, and the planned fund raising activity.
- The fund raising activity of the sponsoring RSO should target its own members and other students of the University.
- The fund raising activity should take place during the regular academic year when students are present.
- The student leaders of the sponsoring RSO must assume responsibility for making all arrangements with the University and have a plan to oversee all advertising on and off campus. All such advertising must include the name of the sponsoring RSO, the name of the entity or person who will benefit, and the intended use of the funds collected.
- The University will consider the frequency of fund raising activities and the appropriateness of requested facilities for the activity proposed.
- Permission shall not be granted for the sale of products or services that conflict with the Universities policies and values. For example, and without implied limitation, RSO fund raising activities may not involve the sale of alcoholic beverages or tobacco products.
- The RSO must be prepared to demonstrate that all proposed sales activities comply with local and state sales tax rules and regulations and the student leaders responsible for the fund raising activity have met with the University’s Controller before making their application to the Dean of Students. If a license is required for the fund raising activity, the RSO is solely responsible for securing the license in compliance with applicable law.
- The University will consider the time frame of the application. In most cases, the sponsoring RSO should be submitting its application well in advance of the fund raising event or activity.

- The University will consider the plans that the sponsoring RSO has made for financial accountability. For example, the sponsoring RSO should be prepared to demonstrate that all money raised through the fund raising event or activity shall be deposited in the RSO's own accounts and all payments or donations shall be paid out of the RSO's own accounts.

Use of the Illinois Wesleyan University Name and Logos

The University controls the use of its name and logos by all commercial companies as well as by RSOs and other organizations. An RSO interested in using the University's name or logos must first receive written permission from the University's Vice President for Communication.

Corporate or Alumni/ae Sponsorship

Any RSO that intends to seek sponsorship of a fundraising event or activity from University alumni/ae outside entities (for example, State Farm Insurance, Beer Nuts, Papa John's Pizza, etc.) must also obtain permission from the Dean of Students before soliciting such sponsorship. There are not exceptions permitted to this requirement.

Other Matters to Consider in Planning a Fund Raising Event or Activity

- Paid admission fees are permissible only to the extent that they are needed to support the legitimate activities of the organizations concerned and may be subject to local ordinances.
- The use of motion pictures in a revenue producing event is subject to all applicable copyright regulations. It is unlawful to show a film in public without the explicit permission of the film's copyright owner. Renting or purchasing a cassette at a video store does not include permission to show that movie in public. When showing motion pictures, the sponsoring RSO must be prepared to demonstrate that it has considered applicable city and state fire regulations.

Application for Fund Raising Event or Activity

Complete the following form by printing or typing in ink

Name of RSO:

Name of Primary Contact:

Primary Contact Ph. #

Primary Contact E- mail:

Provide a Description of the Activity or Event Planned: _____

The Date of the Event or Activity is: _____

The Time of the Event or Activity is: _____

The Location of the Event or Activity is: _____

The Targeted audience for the Activity is: _____

The RSO intends to seek Sponsorship from: _____

Comptroller/designee

Dean of Students/Designee