

MISSISSIPPI VALLEY STATE UNIVERSITY FUNDRAISING POLICY

PROCEDURES REGARDING FUNDRAISING FOR REGISTERED STUDENT ORGANIZATIONS

In order for a student organization to conduct a fundraiser on the campus of Mississippi Valley State University, they must adhere to the following procedures:

1. Register as a student organization with the Office of Student Leadership and Engagement, to establish an Agency account at the Business and Finance cashier's window with an initial deposit of twenty dollars (\$20.00) to activate the account. Account numbers are assigned by the Business and Finance office.
2. Submit a completed original **Facility Reservation Form seven (7) days** prior to the requested fundraiser with all of the necessary signatures for approval; **and/or then** submit a completed original **Request to Conduct Fundraiser Form** five (5) days prior to the requested fundraiser with the necessary signatures for approval.
3. The sponsoring organization is responsible for getting all tickets (e.g., raffle, Greek Show, ball, advance, etc.) to the Business and Finance cashier's window at **least five (5) days** prior to the event for which funds will be collected. The Business and Finance office cashier's window must stamp all tickets prior to sale and usage. The Director of Student Leadership and Engagement will sign the **Request to Conduct Fundraiser Form** after all tickets are stamped by the Business and Finance office cashiers' window. If the organization wishes to sell tickets in locations on campus other than the Business and Finance office cashier's window, the **Primary Advisor of Record** may sign for as many tickets as needed, placing sole responsibility of all ticket proceeds with the **Primary Advisor of Record**. All ticket sale proceeds will be deposited by the **Primary Advisor of Record** the next business day after the approved fundraiser and credited to the organization's account.
4. All flyers regarding ticket sales must state that tickets can be purchased at the Business and Finance office cashier's window, and must be approved and stamped by the Director of Student Leadership and Engagement prior to the approved fundraiser.
5. All fundraisers such as penny drives, spirit pins, balloons sales, bids collected at auctions, etc., must be approved by the Director of Student Leadership and Engagement and Vice President for Business and Finance. **The Primary Advisor of Record** is responsible for seeing that all funds generated from fundraisers are deposited at the Business and Finance office cashier's window the next business day after the approved fundraiser is concluded, and a copy of the receipt of deposit submitted to the Director of Student Leadership and Engagement.
6. Registered Student Organizations are not permitted to sell **food** such as candy, cookies, doughnuts, hot dogs, hamburgers, barbecues, etc. on the MVSU campus. **Only** the University's contracted Food Service Company has the sole right to sell **food** on the MVSU campus.
7. When and if an organization should decide to cancel or reschedule an **"APPROVED"** fundraiser, they must complete the **Notice of Change/Cancellation/Addition(s) Form** with all of the necessary signatures and submit it to the Director of Student Leadership and Engagement no less than one (1) day prior to the **"APPROVED"** fundraiser for which monies will to be collected.
8. **MVSU Police, the "APPROVED" Primary Advisor of Record for the organization, and assigned staff from the Office of Business and Finance must be present at all "APPROVED" fundraisers where there is an admission charge before the activity or event begins. Only** the Director/Chief of Police will be responsible for assigning campus police to work at **"APPROVED"** fundraisers. A fee of \$55.00 will be deducted from the organization's campus account by the Office of Business and Finance to pay University Police officers for services rendered at **"APPROVED"** fundraisers where an admission fee is charged. In addition, a fee of \$25.00 is deducted from the organization's account to pay Business and Finance staff. These fees will be deducted from the organizations' account, regardless of the amount of funds raised.
9. When and if an organization does not comply with the aforementioned **Procedures Regarding Fundraising for Registered Student Organizations**, its fundraising privileges **can and may be revoked**. The organization could also face possible suspension as a Registered Student Organization for a specified period, pending a recommendation from the Director of Student Leadership and Engagement to the Vice President for Student Affairs, Enrollment Management & Diversity. An organization may request reinstatement after being suspended by submitting a written request to the Director of Student Union/Activities.
10. **Mississippi Valley State University does not recognize or condone any off-campus fundraising activities or events sponsored by Registered Student Organizations.**
11. The Office of Student Leadership and Engagement is not responsible for the cancellation of activities or events due to circumstances beyond the control of Mississippi Valley State University, such as inclement weather, University sponsored events, or due to violation of University policies. Any and all University sponsored events may supersede any scheduled event sponsored by a Registered Student Organization, if necessary.
12. The Vice President for Student Affairs, Enrollment Management & Diversity and the Vice President for Business and Finance reserve the right to change or modify any and/or all of the aforementioned procedures with proper notice as deemed necessary to coincide with the rules, regulations and policies set forth by Mississippi Valley State University. Any questions regarding these procedures may be directed to the Director of Student Leadership and Engagement.

Daphne R. Wells

Director of Student Leadership and Engagement

February 2015

Date

PERSON(S) _____
ASSIGNED _____
TO EVENT: _____

MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT ACTIVITIES
REQUEST TO CONDUCT FUNDRAISING FORM
(See Fundraising Policy on back page)

Please Type or Print clearly:

Name of Organization _____

Banner # _____

State the name of the Fundraiser/Event: _____

State the method that will be used to collect funds: _____

_____ Admission Price: _____

Location of the Fundraiser: _____

Date(s) _____ Time: Beginning _____ Ending _____

Person submitting form

Name _____ Campus Address _____

E-mail Address _____ Contact # _____

President of Organization _____ Date _____

Advisor to Organization _____ Date _____

Business & Finance Fees Assessed for Events

University Police

(Number _____ x Cost _____) TOTAL \$ _____

Ticket Taker/Seller (Cashier)

(Number _____ x Cost _____) TOTAL \$ _____

Request _____ Approved _____
_____ Denied _____
Director of Student Leadership & Engagement _____ Date _____

Request _____ Approved _____
_____ Denied _____
Vice President for Business & Finance _____ Date _____