

Westfield State University

Policy concerning:

Section Administrative

Number 0230

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APPROVED: March 1994

REVIEWED: April 2011

FUND RAISING – STUDENT ORGANIZATIONS

PURPOSE

To establish guidelines for fund raising activities carried on in the name of Westfield State University by students and student organizations.

DEFINITIONS

1. **Fund raising** is the solicitation of donations in the form of money, goods, services, or the sale of items from which the proceeds provide a direct benefit to the student organization.
2. **Protected constituency** refers to, but is not limited to, the following groups: Westfield Chamber of Commerce; regional, state and national corporations, businesses and foundations; Westfield State University alumni and parents.

POLICY

1. Any fund raising off campus, in the name of Westfield State University or a Westfield State University student organization, requires prior approval by the Chief Development Officer or designee.
 - a. The Executive Chief Development Officer shall be guided by the overall fund raising priorities of the University in approving requests.
2. Fund raising activities whose main audience is the Westfield State University community do not need prior approval.
3. Fund raising activities which involve an audience other than the Westfield State University campus community or involve a “protected constituency” must be approved by the Executive Chief Development Officer.
4. Student organizations given permission to conduct a fund raising activity off campus must report the results of the activity to the Office of Advancement and University Relations within ten (10) working days after the activity has been concluded.
5. All raffles conducted in the Commonwealth of Massachusetts require that an additional report be sent to the Massachusetts Department of Revenue within ten (10) calendar days of the drawing, together with a payment check equal to five (5) percents of the gross revenue from the raffle.

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6. Any campus group not adhering to the provisions of this policy may be prohibited from any fund raising activity for a period of up to one (1) semester. Subsequent violations may lead to additional disciplinary actions.
7. Fund raising activities (item sales) conducted by student organizations not affiliated with Westfield State University must be considered vendors and must comply with the vendor practices of the Campus Center.

REVIEW

This policy shall be reviewed annually by the Chief Development Officer.