
ASUN Operating Procedure – 4019

Operating Procedure Synopsis

Title: Student Fundraising

Approval Date/Revision Date(s): 4/2018

Review Date(s): 7/2019, 7/2020, 7/2021

Executive Cabinet Liaison: Vice Chancellor for Student Affairs

Responsible Manager: Vice Chancellor for Student Affairs

A. Purpose and Scope

The purpose of the Student Fundraising standard operating procedure is to ensure fundraising efforts are implemented with accountability. This operating procedure is applicable to all students, faculty, and staff who participate or supervise fundraising activities for registered student organizations.

B. Definitions

Fundraising activities (solicitation) shall be defined as: (1) requesting donations without products or services being rendered or (2) activities which raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purposes of Arkansas State University-Newport or for a selected philanthropic project of the organization.

Registered Student Organization (RSO)-An approved Arkansas State University-Newport student group.

C. Procedures

All faculty, staff and recognized student organizations may be permitted to hold fundraising events on campus under the following conditions:

1. Faculty, staff, and registered student organizations may hold fund-raising activities (solicitation) that are reasonable and appropriate given the organization's purpose. Fund-raising activities (solicitations) shall be defined as requesting donations, without products or services being rendered, or activities that raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purposes of ASU-Newport or for a selected philanthropic project of the organization.

2. The president (or designee) of a student organization will submit a Solicitation Request Form for each fund-raising event to the Director for Student Support and Engagement at least one week prior to the requested date(s) of the fund-raising. SEE FORM BELOW

3. The Director for Student Support and Engagement will review the request for eligibility (registered student organization; number of previous events held during the academic year) and appropriateness (for benefit of the student organization rather than the benefit of an outside vendor; consistency with purpose of the organization). The Director for Student Support and Engagement will consult with the Office of

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

Advancement to ensure their conflicts with other ongoing advancement campaigns. An off-campus organization or business may not conduct the fund-raising activity and then provide the Arkansas State University-Newport Registered Student Organization a certain percentage of sales, income, etc.

4. Once reviewed, the Director for Student Support and Engagement will contact the Registered Student Organization (RSO) of the outcome of the request via ASU-Newport mail. If approved the RSO, will need to ensure each of the areas below have been addressed. Once the area has been addressed, it is the responsibility of the RSO to communicate the finalized details of the event to the Director for Student Support and Engagement.

After approval of the Solicitation Request Form, student organizations should ensure the following:

- RSOs should contact the Business office (brandon_coe@asun.edu) to establish an account. If an account is established, the SRO must meet the guidelines for depositing proceeds of fundraiser.
- RSOs should contact the Director of Food Services (anita_getman@asun.edu) for approval on the sale of food items. The sale of food items may be restricted if such items are unsafe for consumption. The sale or distribution of alcoholic items is prohibited.
- RSOs should contact the Marketing Department (jeremy_shirley@asun.edu) for approval of any items that contain the ASUN or Aviators logo. Marketing must also approve all fliers and marketing material.

If the request is denied, the Director for Student Support and Engagement will work with the RSO on revisions to improve the requested activity. The RSO will have the option to resubmit a revised request.

5. Faculty, staff, and registered student organizations using a college facility are responsible for setup, take down, and cleaning up the area used. Promotional materials, posters, signs, etc. should be in compliance with the established policies stated in the student handbook.

6. All fund-raising events must be approved before solicitation begins.

How to Collect and Access Collected Funds

- By close of business each day of the approved fundraising period, a member/advisor of the ASU-Newport Registered Student Organization must surrender the money collected to the ASU-Newport Business Office.
- The ASU-Newport Business Office will deposit the money in the appropriate account.
- At the end of the approved fundraising period, the ASU-Newport Registered Student Organization may request the funds be removed from the designated account.
- The president (or designee) and must submit a written request to withdrawal funds from the account. All request for the withdrawal of funds must be submitted in writing.

7. Funds may be used but not limited to the expenditures listed below. For expenditures that do not fall on this list, please email VCSA@asun.edu .

8. The Office of the Vice Chancellor (or designee) will be responsible for monitoring the balance of the Student Activity Fee Account and Registered Student Organization Accounts. To inquire about an account balance, please email VCSA@asun.edu.

D. Related Information

Registered Student Organization Solicitation Request Form

https://files.asun.edu/student_affairs/ASUN_RSO_Solicitation_Request_Form_7.5.21.pdf

ASU-Newport Student Handbook "Fundraising Solicitation Policy"

https://files.asun.edu/student_affairs/2021-2022_ASU-Newport_Student_Handbook.pdf