

## University of Wisconsin – Whitewater

### Fundraising Policy For Recognized Student Organizations and Student Committees

This policy statement is developed to further outline Career & Leadership Development's role in relation to the *University Policy on Sales and Solicitation*.

#### **Sales Conducted by Student Organizations, Committees, & Groups:**

All recognized student organizations, student committees and student groups affiliated with academic credit may solicit financial support and/or sell items as a project of that organization subject to the following regulations:

1. All sales and fundraising must comply with the UW-Whitewater *Policy for Campus Sales and Solicitation*. See Career & Leadership Development, UC 146, regarding this policy.
2. **Sales/fundraising in the University Center, Esker and Drumlin Halls**, must be conducted at Hallway Tables and must conform to the regulations for use of Hallway Tables. See Career & Leadership Development, UC 146, for Hallway Table Policy. See University Center Reservations, UC 253, to request use of hallway tables.
3. **Sales/fundraising at Athletic venues** must be conducted in accordance with the *University of Wisconsin – Whitewater Fundraising and Tabling Policy for Athletic Venues*. See Career & Leadership Development, UC 146, for the Fundraising and Tabling Policy for Athletic Venues. See University Center Reservations, UC 253 to request use of athletic venue space for fundraisers.
4. **Sales conducted by private vendors** must comply with the University Center's Hallway Table Policy, which apply to the use of Hallway Tables in the University Center, Esker and Drumlin Halls. The sale of items by private vendors in all other University buildings and grounds is subject to the approval of the appropriate building and grounds supervisor. **Private vendors are ineligible for reservations of fundraising or informational tables at athletic venues.**
5. All sales/fundraising to be conducted on campus must be registered with and approved prior to the sale. See Career & Leadership Development, UC 146, to obtain a Fundraiser Registration Form and approval.
6. The determination of appropriate items for sale shall be overseen by Career & Leadership Development staff. However, as a general guideline the following applies:
  - a. With the exception of the sale of baked goods and candy (see "b"), no other food preparation/sales will be permitted. This is in accordance with the University Food Service Contract.\*
  - b. "Homemade" baked goods (no store purchased) and candy sales will be permitted.\*
  - c. With the exception of baked goods and candy ("b" above), no other items allowed for sale should be in competition with items sold by the University. Various clothing items or other Warhawk memorabilia may be in conflict with items for sale at the University Bookstore. Career & Leadership Development staff shall consult with the Director of the University Bookstore regarding items of this type. If an item is found to be in conflict with Bookstore sales, permission for the sale of the items will not be granted in the UC and/or Esker and Drumlin Halls. It is important for organizations to obtain permission prior to the purchase of product.
  - d. Items using UW-Whitewater trademarks must conform to the University Licensing Guidelines and have prior approval for use of trademarked words and images. (continued on next page)

e. Raffle tickets are appropriate items for sale provided the sponsoring organization has obtained a Raffle License from the State of Wisconsin. For information about how to obtain a Raffle License see Career & Leadership Development, UC 146.

f. Sales and donations for services and special projects (i.e. Jail 'n Bail, ...A-thons, Haircutting, etc.) are appropriate sales.

g. Tickets for events sponsored by recognized student organizations and committees are appropriate sales.

h. Sales of items promoting or implying the irresponsible use of alcohol, or implying discrimination regarding race, color, gender, creed, religion, age, ancestry, national origin, disability, sexual orientation, pregnancy, political affiliation, marital or parental status, Vietnam-era veteran status, or arrest and conviction record of any kind, are inappropriate and will not be allowed.

i. Credit Card solicitation/sign ups are prohibited in the University Center, Esker and Drumlin Halls (approved by University Center Board in March 1995).

7. Groups delinquent in the payment of applicable room, food or service charges will be denied the use of facilities and services until such time as all past due accounts are paid. Student organizations delinquent in these payments further risk their recognized organization status with the University.

8. Sales conducted in association with an event (i.e. book sales at a campus lecture, event t-shirt sales, and other fundraising that occurs related to an event) are permitted, but must occur within the event facility and during the times of the event. Questions regarding this policy should be directed to staff in Career & Leadership Development, UC 146.

**\*Those rules marked with \* vary somewhat when fundraising at an athletic venue. Please see the *Fundraising and Tabling Policy for Athletic Venues* for details.**

Source: Career & Leadership Development

Date: August, 8<sup>th</sup> 2014