FUNDRAISING POLICY ACADEMIC & NON-ACADEMIC STUDENT GROUPS (NON-ATHLETICS)

POLICY 03-01-02

Effective Date: 01/30/2019
Date Last Revised: Original

The following are responsible for the accuracy of this information contained in this document:

Responsible Policy Administrator
Assistant Vice President for Advancement

Responsible Departments
Advancement
Student Involvement
Academic Affairs

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1.0 - Policy Statement
Nichols College recognizes that members of the College community, particularly students, may engage in fundraising activities to benefit Nichols College, and its student organizations or programs, or external individuals and organizations. Members of the campus community who participate in any fundraising activities, whether those activities benefit internal or external causes, must follow this fundraising policy.

It is important that the policies and procedures in this document are reviewed on an annual basis and adapted if necessary, to ensure relevance.

2.0 - Overview
The College understands that students, especially those participating in Nichols-recognized student organizations, may wish to seek external funds to support key initiatives and projects. Fundraising may include, but is not limited to, on- and off-campus solicitations, fundraising events, and sales, for Nichols entities and/or non-Nichols charitable organizations, such as the American Red Cross or Make a Wish Foundation. Because Nichols College itself is a charitable organization that solicits, and benefits from the generosity of, members of the College community, such as alumni, parents, local businesses, and faculty/staff, it is important for students to understand that all student fundraising activities at Nichols College must be coordinated and adhere to a set of procedures.

3.0 - Scope

This policy applies to all student-initiated and student-organized fundraising projects on- or off-campus, whether student organization or course related. It does not cover athletic fundraising, which is generally led by coaches and/or the athletic director in conjunction with Advancement.

4.0 – Policy Procedures

- Students wishing to fundraise for Nichols College-recognized student organizations or other non-profit charitable organizations must complete the Student Fundraising Form, found in DocFinity. Fundraising requests must be approved by Advancement before promoting any fundraising activity. Any student organization found fundraising without prior approval is subject to sanctions. *See section 6.1.*
- Students organizing fundraising events on campus must follow the 25Live Guidelines and the Event Staff Guidelines. Course-related events are subject to additional guidelines, which are provided by course instructors and/or Academic Affairs.
- Any publicity for the event must follow the Posting Policy for Event Advertising.
- Students may promote fundraisers and events on student organization, or personal social media accounts. The posting of student-organized fundraisers and events on institutional accounts (i.e., Nichols College) is discouraged.
- Student organizers or advisors may not directly solicit Nichols College constituent groups, such as alumni and parents. Student organization representatives are welcomed to meet with a member of the Advancement team to discuss possible communication strategies.
- Students wishing to solicit local businesses for cash or in-kind donations such as food, goods, or prizes, must provide a list to Advancement as well as any solicitation letters or materials, for approval prior to solicitation.
- Students are responsible for the secure collection and accounting of all gifts received. Funds raised should be given to the Director of Student Involvement or designee, or Course Instructor.
- Any and all contracts committing college funds must be reviewed by a professional staff member, and signed by an authorized college representative in advance
- Fundraising for non-profit, charitable organizations (e.g., American Red Cross, Salvation Army, etc.) having no direct affiliation with Nichols College is permissible under this policy provided the organization acknowledges that the fundraising will occur on its behalf and indicates the expected date of the receipt of the donation.
    - For course-related events, funds should be given to a faculty or staff member.
    - For student organization events, funds should be given to the Director of Student Involvement or an advisor.
    - All donations to the organization should be processed using a College-issued credit card.
- Faculty and staff must consult with Academic Affairs before soliciting and/or securing financial support from any donors for College-related fundraising purposes. Academic Affairs will determine whether permission from Advancement is required, and will consult with that department as needed.

5.0 - Prohibitions

The College reserves the right to restrict all fundraising activities to reasonable times, places, and manners. The following activities are specifically prohibited:

- Fundraising for any candidate for political office
- Serving of Alcohol
- Sale or distribution of items that violate Nichols College branding or existing contracts, i.e., bookstore.
- Use of crowd-funding platforms such as Go Fund Me.
- Use of personal financial accounts (i.e. Bank, PayPal, Venmo, Cash App (Square), and Facebook Messenger) to process gifts or event/sales proceeds.

6.0 - Enforcement

Failure to obtain permission to engage in fundraising activities, or failure to adhere to College policy regarding activities for which permission has been granted, may result in the cancellation of the event. Nichols College acknowledges that unanticipated issues arise and therefore reserves the right to make reasonable and relevant decisions regarding the enforcement of this policy.

6.1 – Sanctions

Sanctions for violation of this policy by students and/or recognized student organizations include, but are not limited to, loss of the right to use College property or facilities for activities, loss of recognition for student organizations, other disciplinary sanctions, and other educational sanctions appropriate to the circumstances.

7.0 - Cross Referenced Policies/Guidelines

- Course Related Events Guidelines – Faculty and Staff (currently under review for approval)
- Fundraising Form
- 25Live Guidelines
- Staffing for College Sponsored Student Events Policy
- Event Support Staff Guidelines
- Posting Policy for Event Advertising
- Social Media Policy