

Fundraising Policy

The Student Center defines fundraising as any activity undertaken by a recognized student organization to raise money for purposes of charitable donation or organizational budget enhancement.

The following fundraising guidelines are applicable to all recognized student organizations:

1. Any recognized student organization wishing to conduct fundraising must complete the Student Center **Fundraising Request Form** and obtain approval from the Student Center. **No student organization may proceed with fundraising activities without the approval of the Student Center.**
2. Student organizations may not use student activity fee money for donations, charitable causes or gifts.
3. The Student Center will have authority to review and when necessary, place restrictions on all fundraising activities of student organizations.
4. The Fundraising Profit Summary must be submitted to the Student Center Accounting Office within five (5) business days of the completion of fundraising activities. Student organizations with overdue reports may not receive approval for subsequent fundraising requests.
5. Student organizations are responsible for ensuring that proposed fundraising activities comply with all applicable federal, state and local laws and regulations, and are responsible for paying any licensing fees and obtaining any and all required permits before undertaking to raise funds.

Raffles

Any recognized student organization wishing to hold a raffle must obtain a Raffle Permit issued by the City of Keene, City Clerk's Office.