

## **Student Organization Fundraising Policy and Guidelines**

### **Office of Student Involvement, Keene State College**

The Office of Student Involvement defines fundraising as any activity undertaken by a recognized student organization to raise money for purposes of charitable donations or organizational budget enhancement. Student Organizations may not use Student Activity Fee money for donations, charitable causes or gifts. 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.

#### **Request Form**

All recognized Student Organizations planning to conduct fundraising must complete the Student Organization Event Request Form in OwlNet and select that they are doing a fundraiser:

<https://keene.presence.io/form/event-registration>

at least 10 days prior to the start of the fundraiser for approval from the Office of Student Involvement.

#### **Obtaining a Raffle License**

Student Organizations wishing to hold a Raffle in the City of Keene must obtain a Raffle License.

[https://ci.keene.nh.us/sites/default/files/2017-06/RAFFLE\\_UPDATED\\_2017.pdf](https://ci.keene.nh.us/sites/default/files/2017-06/RAFFLE_UPDATED_2017.pdf)

Submit completed application and \$20 fee to the City Clerk's Office in City Hall.

#### **Approval Required**

Recognized Student Organizations may not undertake any fundraising activities without an advisor's signature and approval from the Office of Student Involvement.

*Updated 8/13/15, 09/24/18*