3.8 Student Fund Raising Policy

A. Purpose

The purpose of this policy is to prevent inconveniences and disturbances to Saint Louis University's donors and other stakeholders with multiple contacts soliciting donations by various groups within the University's community, to protect the good name and reputation of the University, and to maintain the University's ongoing compliance with its legal and statutory obligations. Saint Louis University is a tax-exempt charitable organization under section 501(c)(3) of the Internal Revenue Code and is therefore strictly prohibited from intervening, directly or indirectly, in support of or opposition to the political campaign of any candidate or group of candidates for elected public office. Recognized student organizations are therefore also strictly prohibited from using any of the University's facilities, resources and services, including its names marks and logos for political campaign purposes including, without limitation, the endorsement or solicitation of goods and services or any other commitments, financial or otherwise.

B. Definitions

Fundraising, for purposes of this policy, is defined as any solicitation for financial or other commitments for the provision goods, in-kind donations or services; the sale of goods and services(including event ticket sales); raffles, prize drawings and auctions; the collection of membership dues and fees, whether the proceeds from which are intended for the benefit of recognized student organization or are to be used by sponsoring recognized student organization to make a as to donation to a tax-exempt charitable organization under section 501(c)(3) of the Internal Revenue Code.

1. Internal Fundraisers are fundraising activities that are intended for the benefit of organizations within the University community or the University community itself.

2. External Fundraisers are fundraising activities that are intended for the benefit of other groups and organizations from outside of the University community, and must be tax-exempt charitable organizations under section 501(c)(3) of the Internal Revenue Code.

The proceeds of Fundraising activities that are intended to benefit an outside organization must be paid directly to the organization in the form of a check unless, pursuant to a written agreement with the outside organization such funds are to be collected directly by the outside organization, in which case the outside organization must provide a detailed accounting of the funds collected.

Student organizations seeking to collaborate in Fundraising activities with third parties and individuals from outside of the University community (e.g. profit shares) must obtain the prior written approval of the Student Involvement Center in accordance with Fundraising approval processes that may be established by the Student Involvement Center. At a minimum, requests for approval must contain a detailed written description of the proposed Fundraising activities, the organization(s) that will benefit from the proceeds and how the proceeds are to be used.

3. Profit shares, for purposes of this policy are defined as any arrangement where a third party or commercial business shares some of its profits with a student organization for the purposes of raising money toward a cause.

4. Sales, for purposes of this policy, 1 c.sv15aden,with uts limtabion the o]T

"Sales," must receive the prior written approval of the Student Involvement Center. Sales activities may only be conducted from behind a table, and only in those locations specifically designated by Event

5. Solicitation, for purposes of this policy, is defined broadly to include any request express or implied, of any contribution, financial or in-kind, that is made in person or, via the mail, telephone, email or any other means of communication.

6. In-Kind Contributions, for purposes of this policy, is defined broadly to include to include any type of non-cash contribution or donation of goods, services, or any other commitment which can be assigned a cash value.

Individuals and groups must be sponsored by a recognized student organization and must be approved by the Student Involvement Center in order to conduct fundraising activities on University premises.

Students are strictly prohibited from using any University phone or mailing lists, email lists, listservs, and bulk mail services for fundraising purposes.

Fundraising activities that involve elements of chance, will require that strict oversight measures be put into place to maintain the organization's and University's ongoing compliance with all applicable laws and regulations.

The types and number of such measures shall be determined by the Student Involvement Center in consultation with the Vice President for Student Development.

C. Scope

This policy covers any and all fundraising activities conducted by recognized student organizations whether alone or in conjunction with a third party, regardless of the activities' location, that are for the benefit of the student organization, the University community at large, or outside organization that is tax-exempt under section 501(c)(3) of the Internal Revenue Code.

Any student, recognized student organization, or group of two or more SLU students may sponsor a Fundraising activity. This policy applies to all Fundraising activities conducted by any of the aforementioned sponsors, whether conducted on or off University premises or with the use of University resources for Fundraising.

Students who are organized as part of a team that is sponsored by a recognized student organization are exempt from needing to obtain approval from the Student Involvement Center for their fundraising activity, unless said approval is expressly outlined in the above sections of this policy for the following:

- Use of Saint Louis University's names, registered marks and logos on reference to

items for sale;

- The sale of baked goods and other food items requiring preparation;

- "Door to Door" sales;

- Obtaining and using University phone or mailing lists, email lists, listservs, and bulk mail services to contact alumni, individuals, foundations, or corporations;

- Raffles and drawings.

These student teams are still required to follow the guidelines set forth in the previous sections of this policy. Examples of student teams would be for such sponsoring organizations as SLU Relay for Life or SLU Dance Marathon.

D. Policy

The sponsor of a Fundraising activity must complete a request form and obtain approval for the fundraising activity from the Student Involvement Center. Recognized student organization submitting requests for approval of fundraisers should take into account the purpose, process, and manner in which they plan to raise the funds.

Any fundraising activities that involve the sale or distribution of alcoholic beverages, or which promote the consumption of alcoholic beverages is strictly prohibited. a. Fundraising activities may not be conducted at or in conjunction with any establishment for which the sale or distribution of alcoholic beverages is a specific focus of their business.

E. Guidelines

Fundraising must provide a benefit to the University community and be consistent with Saint Louis University's mission as a Catholic, Jesuit institution and comply with all applicable local, state, and federal laws and University policies, rules and regulations.

1. Fundraising activities may not disrupt or impair University operations or services.

2. Overbearing, coercive or intimidating Fundraising practices will not be tolerated, and taking part in such actions may result in University disciplinary and legal consequences.

3. Students who wish to enter into a contract with a third party to host, co-sponsor, profit share, speak, perform, or present as part of their fundraiser must first obtain approval from

Saint Louis University. An accounting of any funds raised must be provided to the Student Involvement Center within five (5) business days after the event.

F. Procedures

Recognized student organizations seeking the required permissions and approvals for a proposed.

Fundraising activity must follow the procedures set forth below:

1. Students must complete the Program Planning Form for a Fundraising activity (the "Form"), available in the Student Involvement Center. Completing a Form does not guarantee approval.

2. Completed Forms must be submitted to the Student Involvement Center at least twenty (20) business days prior to the commencement of the proposed Fundraising activity.

3. The Director for the Student Involvement Center or his or her designee will conduct an initial review of the Form and may request additional information and documentation from the sponsoring student organization.

4. Following approval by the Student Involvement Center, students may apply to reserve a campus venue for the Fundraising activity in accordance with the policies and procedures of the Department of Event Services, located in Busch Student Center 356.

G. Appeals

1. Appeals must be in writing and sent to the Vice President for Student Development. At a minimum, appeals must include a detailed explanation of how the student organization believes they followed the fundraising activity guidelines or, how the fundraising activity review guidelines were not followed by the Student Involvement Center.

2. The Vice President for Student Development, or his or her designee, shall contact the Student organization to arrange a meeting time. During the appeals meeting, the Vice President for Student Development, or his or her designee, shall gather all necessary information regarding the process.

3. After meeting with the Student organization, the Vice President for Student Development, or his or her designee, shall gather all other pertinent information at his/her discretion from any other parties involved in the process.

4. The Vice President for Student Development, or his or her designee, shall notify the organization of the decision within ten (10) business days of the initial meeting with the Student organization. All decisions by the Vice President for Student Development, or their designee, are final.