

Fundraising Policy, Student Organizations

Scope

Students and guests

Policy Statement

A. Definition:

For purposes of this policy, fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.

B. Guidelines:

The following guidelines are applicable to all fundraising activities by recognized student organizations on Tufts University owned, operated, or controlled property:

1. The sponsor of a fundraising activity must obtain approval of the fundraising activity from the Office for Campus Life in the Mayer Campus Center. Usually this approval will come as part of the event registration process. Please contact the Office for Campus Life with questions. The fundraising activity is required to offer a benefit to the University community that is consistent with the University's educational mission.
2. The purpose for which the funds will be raised must be consistent with the purpose of the recognized student organization and [The Code of Conduct](#) and other applicable policies of Tufts University. Further, the fundraising activity must not violate legal, tax, or corporate restraints upon the University.
3. An accounting of any funds raised must be provided to the Campus Life Financial Office the first business day following the event. (*see G, Additional Restrictions and Requirements*)
4. A currently enrolled student member(s) of the sponsoring recognized student organization must be present during the entire time of the event.
5. In the absence of an available exemption, the event sponsor is responsible for ensuring the collection, reporting, and payment of all applicable Massachusetts Sales and Use Taxes.
6. Event sponsors are responsible for ensuring that proposed activities comply with all applicable federal, state and local laws, rules and regulations.
7. Spaces in which the fundraising activity is occurring must be identified by a sign indicating the conducting entity's name, goods, and/or services being sold, and prices.
8. Neither individuals (regardless of affiliations with Tufts University) nor private, commercial organizations may sell or promote the sale of products or services on Tufts University owned, operated, or controlled property except:
 - a. Individuals or organizations with whom/which Tufts University has entered into a written contract.
 - b. Individuals or organizations authorized in writing by Tufts University to engage in the sales of goods or services for the benefit of a recognized student organization.
9. Commercial or corporate sponsorship of programs or events is permissible provided that no products and/or services are sold at the event. Advancement Corporate and Foundation Relations must be informed of any commercial or corporate sponsorship of student organization events.

10. Tufts University reserves the right to require third parties participating in or conducting fundraising activities to meet additional requirements, including without limitation requirements that such parties furnish evidence of insurance coverage acceptable to the University and/or agree to indemnify the University and University personnel against liabilities arising from their acts or omissions.
11. Tufts University reserves the right to approve the identity of any proposed sponsor and the content of sponsorship materials associated with a fundraising activity.

C. Fundraising for Non-University affiliated Charitable Organizations

Fundraising for non-profit, charitable organizations (e.g., *The Red Cross*, *Salvation Army*, etc.) having no direct affiliation with Tufts University is permissible provided that the above guidelines are followed, and:

1. The organization submits a statement of support on the organization's letterhead to the Office for Campus Life acknowledging that the fundraising will occur on its behalf and indicating the expected date of the receipt of the donation.
2. The organization provides proof to the University that it is registered with the Secretary of State of the State of Massachusetts as a not-for-profit, charitable organization, that it has received an Internal Revenue Service exemption letter, and that its proposed use of University owned, operated, or controlled property is in furtherance of its tax-exempt, charitable purpose(s).
3. The recognized student organization planning the event is responsible for all costs incurred in connection with the event, other than those borne by the charitable organization.
4. Educational information about the agency and the services it provides is made available at the event.
5. Notwithstanding paragraph B(6) above, in the absence of an available exemption, the charitable organization is responsible for the collection and reporting of all applicable Massachusetts Sales and Use Taxes.
6. The charitable organization is responsible for ensuring that its activities comply with all applicable federal, state, and local laws, rules, and regulations.

D. Fundraising Examples:

Tufts University provides the following as general examples of items that may be used to raise funds. Please note that the University reserves the right to review and approve all items.

1. Items for sale that have been produced by the organization (e.g., t-shirts, bake sale, water bottles etc.)
2. Cash donations
3. Donations of items of value (e.g., clothing, school supplies)
4. Items for sale that are directly related to the student organization's mission or goals
5. Items that promote school spirit (e.g., buttons, balloons) but do not conflict with University trademark policies
6. Pre-packaged items (e.g., candy, snacks etc.)

E. Prohibitions

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

1. Solicitation by credit card or telephone card companies, with the exception of those approved by the University Bookstore.

2. Door-to-door fundraising on Tufts University owned, operated, or controlled property
3. Fundraising for University business using Crowdfunding platforms (e.g., Go Fund Me etc.)
4. Formal fundraising programs soliciting parents, alumni, faculty or staff
5. Fundraising for any candidate for political office
6. Sale or distribution of items that violate University trademark rights or existing contracts
7. Receipt by individuals who organize a fundraising activity of proceeds from the activity

F. Locations

The specific campus locations listed below have established additional criteria for fundraising activities. All of these areas require the approval by the Office for Campus Life:

The approval of a location for a student organization's fundraiser will be reviewed as part of the overall event registration process. Student organizations requesting space are required to go through University processes to gain approval for requested space. Fundraising requests should be made as part of this process. Tabling is only allowed in the Mayer Campus Center through the Office for Campus Life tabling/vendor process. See the Office for Campus Life website for information on tabling in the Mayer Campus Center as well as solicitation guidelines.

G. Additional Restrictions and Requirements

Tufts University acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to fundraising activities. As a result, the University reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising activities. These restrictions may be in addition to, or in lieu of, those set forth in the policy.

Accounting/Depositing of Funds:

-Student organizations are required to keep accurate accounting of all fundraising activities and provide information to the Campus Life Financial Office following the completion of the fundraiser.

-Any cash or checks collected should be brought immediately to the Campus Life Financial Office for deposit. Collected funds should never be kept in a student's room or student organization office. After 5 pm and on weekends collected funds should be brought directly to the Mayer Campus Center Information Booth. The booth manager and the organization representative will count the money together and sign off on the deposit. Funds will be dropped in the Campus Center safe. Campus Life Financial Office staff will retrieve the money on the next business day and deposit into the student organization's account. Should the Campus Center be closed funds can be secured through the Department of Public Safety until the next business day.

-Funds collected through student organization fundraising should never be given directly to the organization for which the funds are being collected. Once deposited into the student organization's account, TCU Treasury paperwork to request a donation out of a student organization account must be completed and approved. Once approved the Campus Life Financial Office will have payment sent to the organization.

-Student Organizations are prohibited from using any outside payment platforms (e.g. PayPal, Venmo, the Square etc.) as a means of collecting donated funds.

H. Enforcement

1. Failure to obtain permission to engage in or sponsor sales or fundraising, or failure to adhere to University policy regarding activities for which permission has been granted, will result in the curtailment and/or cancellation of the event by the Office of Student Services or other appropriate University official.

2. The University Judicial System has jurisdiction over complaints against any student or recognized student organization(s) alleged to have violated this policy.

I. Sanctions

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

J. Reservation of Rights

Tufts University reserves the right to amend this policy at any time.

K. Accepting Donations (cash, product, service) and Co-Sponsorship

Donations in the form of cash or checks for student organizations must be deposited in the student organization account by the Campus Life Financial Office (*please refer to Accounting/Depositing of Funds in section G*). Donations of product, including food, supplies, entertainment etc. must be reported by the Student Organization to the Office for Campus Life through the Event Registration process. Co-sponsorship funds from University departments must be transferred into the Student Organization Account from the sponsoring department. Co-sponsorship funds must be used within the fiscal year they were given and cannot be held over. Finally, any student organization seeking a grant must first work with the Campus Life Financial Office prior to completing any grant application

L. University Contact Information

Student Organizations should work directly with staff from the Office for Campus Life and the Campus Life Financial Office with any questions regarding fundraising activities. OCL and CLFO may consult with the University Advancement when needed for issues regarding student organization fundraising. University Advancement is solely responsible for coordinating and controlling the solicitation and receipt of gifts to the University.

M. Use of Tufts University Name and Insignias

The Office of University Counsel will coordinate all requests for use of the [Tufts name and insignias](#), which are trademarks of the University. The Office of University Counsel is located in Ballou Hall, Third Floor, Medford, MA 02155, 617-627-3337.