Student Organization Fundraising

Office of Student Activities & Organizations
Basic Guidelines

- Absolutely ALL Fundraisers must be approved by SAO Office
  - Form on OrgSync (https://orgsync.com/home/166)
- Outside Vendors
  - May not compete with existing university-contracted vendor
  - Must be in compliance with all NC statutes and university policies and regulations
  - At least 50% of profits must be given back to organization UNLESS waived by sponsoring organization
  - One member of organization must be present at all times during fundraiser
  - Organizations may sponsor non-profit charitable organization as long as it is approved by SAO
Basic Guidelines

- Sponsoring organization must monitor, clean-up, and remove all materials from solicitation site.
- Off-campus solicitations in public areas must be approved by Greenville Police Dept.
- State funds and student fees may not be used to finance fundraising efforts
  - First offense - Warning
  - Second offense - lose privileges to conduct on-campus fundraisers for 4 academic weeks
  - Third offense - lose privileges to conduct on-campus fundraisers for remainder of academic year
Basic Guidelines

- The following solicitations are prohibited:
  - Sale of food that conflicts with Dining Services
  - Games of chance, raffles, etc.
  - Sale of items that conflict with university contracts (i.e. DVDs, books, ECU apparel not purchased through Student Stores, etc.)
  - Sale of items which pose a threat to the purchaser
  - Sale of items using ECU copyrighted images
  - Solicitations on ECU property surrounding athletic fields before, during, or after games
  - Solicitations at intersections where students enter the street
  - Solicitations which obstruct pedestrian or automobile traffic
  - All locations must be booked through CRO or the Wright Plaza Request form
On-Campus Locations

- Wright Plaza (in front of Dowdy) - submit form via OrgSync
- Outside Mendenhall (patio area by D360) - contact Central Reservations Office
Popular Fundraising Ideas

- Bake Sales- Must be homemade not pre-packaged
  - Can also give away coffee and hot chocolate
- Dance lessons
- Valentine’s Day Candy Grams
- Spaghetti Dinner, Pancake Breakfast, etc.
- Penny Jar Wars, Donation Jars
- Art Show
- Cookbooks
- Singing Telegrams
Managing Money

- Handling money of any kind? Open a bank account
  - Apply for an Employer Identification Number (EIN) through IRS (www.irs.gov)
  - Once EIN is received, make sure to send it to SAO Office so we have it on file
  - Select bank of your choice
  - Verification letter from SAO Office if needed
- Put two students (treasurer and president) and advisor on account
- Open account in organization name NOT personal name and social security number
- Make sure account is transferred into new officers’ names each year
Other Tips for Handling Money

- Put one person in charge of all-things monetary- preferably treasurer
- Purchase a lock-box to keep money, checks, etc. in if you do not have bank account- treasurer keeps key, code, etc. (we do not recommend this)
- If you have bank account, put all money in account immediately after it’s earned
- Keep record of all debits and credits...much like a checkbook register or online bank account does
- Most importantly, make sure treasurer is someone trustworthy, responsible, and good with handling money
- Keep advisor in the loop with all money transactions
Questions?