Student Organization Fundraising Guidelines

Purpose: To assist organizations in conducting a fundraiser for an outside charity, this step-by-step guide will help them prepare for & execute an approved fundraiser.

1. The organization must submit the Student Organization Fundraising Request Form to their respective Allocation & Internal Audit Committee Liaison. Attached to the Fundraising Request form will be the Charity's 501(c)3 ST-2 form and their W9.

2. The liaison will ensure that all the documentation is there, then forward the final version of the documents to the Fundraising Committee. The Fundraising Committee shall be a cross-functional committee comprised of a representative from AIA, SP&E, Financial Operations and Advancement, and will meet monthly to review applications. The committee will also convene as needed on a case-by-case basis.

3. The Committee will then review the organization's request and a decision to approve or deny the fundraising request will be made using the following criteria:

- Recipients of funds raised must have a 501(c)3 designation
- Recipients may not be politically-affiliated in nature or perception
- Recipients may not be higher education institutions
- Recipients will be reviewed for total annual contributions received
- Recipients that will or may compromise the University's existing contracts or other relationships will not be allowed
- Recipients will be reviewed for potential related-party transaction issues

4. If the committee approves the request they will email the approval with information regarding next steps with a CC: to the organizations AIA Liaison and Cluster Advisor.

5. If the committee denies the request, they will email the denial (with requisite rationale) with a CC: to the organization's AIA Liaison and Cluster Advisor.

6. The Organization conducts the marketing for and execution of the fundraiser using only appropriate methods of collecting funds. Student Organizations must include explicit purpose for fundraising on marketing materials. Appropriate methods include: Cash/Check donations, and MyBentley credit card sales. Please note that Venmo or other payment apps are not university accepted methods of collection.

7. Within 48 hours of the fundraiser, the organization must deposit all collected funds to the Business Center outside STU330. Upon depositing the funds, they must email the Chair of AIA a copy of the receipt, which will be provided by Business Center staff at time of deposit, showing the deposit and a completed check request form (not needing to include an invoice or the W9 because it is already on file).

8. The Chair will then email the requested donation to Accounts Payable with the original approval document from the committee to process and record in the Donation Log.