Policy for Fundraising Events in Housing and Residence Life
Revised: February 2010

Purpose: The purpose of this policy is to prohibit solicitation in UWG housing facilities and to limit who is permitted to fundraise within UWG housing facilities.

Scope: This policy applies to all residents, staff, and visitors to UWG housing facilities, as well as guests of the Department Housing and Residence Life.

Policy Details:

All types of door-to-door solicitations are prohibited in UWG housing facilities. Fundraising in UWG housing facilities is limited to pre-approved Housing-sponsored fundraising events.

Housing and Residence Life student organizations and staff (i.e., Resident Assistants) may fundraise inside UWG housing facilities provided they have received the necessary approvals via the Charitable Collections Form. Non-HRL groups are not allowed to fundraise inside UWG housing facilities unless they have specific approval from the Director of Housing and Residence Life. Fundraising may only take place in designated public areas of UWG housing facilities. Fundraising activities occurring anywhere else on campus must comply with guidelines in the Registered Student Organizations Handbook. Two students must be present whenever funds are being collected.

University Police will be called to escort off campus any non-UWG student found soliciting in UWG housing facilities.

Residents who do not follow these guidelines will be documented and may be referred through a judicial process. Student staff who do not follow these guidelines will be subject to corrective action or termination.

Refer to the UWG Student Handbook and Registered Student Organizations Handbook for detailed information on solicitation activities including commercial activity, advertising, and fundraising, as well as the protection of First Amendment activities.

Procedures:

1. Student must submit a Charitable Collections Form for the necessary approvals at least one week before first date of collection. Student must include an explanation of the collection and schedule of dates/times for collection. The student will be notified if fundraiser event is approved.

2. If fundraiser involves selling items for charitable causes (i.e., flowers), a receipt for each item sold must be made. A receipt book will be issued for this purpose. For fundraisers involving the purchase of food items, the cost of the food items must be factored into the requested donation and must be paid from the total collections.

3. Cash, coin, and checks may be collected. Checks should be made payable to “University of West Georgia Foundation” with the word “housing” on the memo line.

4. All collected funds and receipt copies must be brought to the Department of Housing and Residence Life by 5:00pm on the business day following the collection for deposit. For multi-day collections, funds must be brought to the office by 5:00pm each day. Students should carry collected funds in a zippered bag or clasp envelope. With student present, office staff will count the collected funds and compare to any receipts. Checks, bills, and silver coin must be counted. Pennies and excessive mixed coin (as determined by the office staff) may be counted at the bank upon deposit. Office staff and student will sign record for exchange of funds and secure funds in safe.

5. Office staff will deposit funds by 5:00pm on the business day following receipt.

6. Student will submit a Vendor Profile Form for agency to receive approved donation and check will be requested. Checks will generally be received by the agency within 2 weeks of request.