

Fundraising Policies for Student Organizations

Student organizations are permitted to organize on-campus or off-campus fundraisers to cover operating expenses, complete projects or programs, and create a small reserve or cushion for future events. On-campus fundraising can include bake sales, raffles, t-shirt sales, or other methods of raising funds from the Willamette community (faculty, staff and students).

Off-campus fundraising is defined as any solicitation effort to area businesses or alumni, whether for in-kind (goods or services) or monetary donations. It is important that all off-campus fundraising go through the Dean of Campus Life Office (UC) so that the University presents an organized and coordinated fundraising effort to the Salem and surrounding communities.

Below are listed the specific policies for certain types of fundraising.

Bake Sales

The individuals who prepare and sell the baked goods must obtain food handler cards. These cards are available online by taking a course and passing an exam certified by Marion County Health Services (www.foodhandler.org). There is a \$10 fee associated with this course. A copy of the food handler card must be in the possession of the individual selling the goods for the duration of the bake sale.

Door Prize Drawing

If you are into prizes and do not want to complete the paperwork involved in holding a raffle, consider doing a "Door Prize Drawing" fundraiser. A "Door Prize Drawing" means a drawing held by a nonprofit organization (such as your student organization) at a meeting or event of the organization where both the *sale of tickets and the drawing(s) occur during the same meeting or event* and the total value of the prize(s) does not exceed \$500.

Off-campus Fundraising

If a student organization wants to solicit area businesses for in-kind (goods and services) or monetary donations, they must meet with the Dean of Campus Life. The Dean will assist the organization in selecting the businesses that best match the organization's goals, but also will not interfere with other University fundraising efforts or will direct the students to the Office of Annual Giving.

If a student organization wants to solicit alumni for in-kind (goods and services) or monetary donations, they must meet with a representative from the Office of Annual Giving and will be expected to follow certain procedures for securing the mailing list, writing the letter and posting the gifts secured. Each student organization must cover all costs related to the mailing (stationary, postage, etc.)

Raffles

Willamette University policy permits raffles to be held on campus within the parameters of state and local law and the University maintains a Class A state raffle license. Any staff, faculty, or student organization responsible

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for the planning and production of a raffle must submit a completed "Application to Conduct a Raffle" form to the Administrative Services Office at least two weeks prior to conducting the raffle. To request an application form, contact Cece Quanbeck at 503-370-6112, or get a form online at www.willamette.edu/dept/osa.

"Raffle" means a form of a lottery in which each participant buys a ticket for an article or money designated as a prize and where the winner is determined by a random drawing. A raffle includes the elements of consideration, chance and a prize. Consideration is presumed to be present unless it is clearly and conspicuously disclosed to prospective participants that tickets to the drawing may be acquired without contributing something of economic value. *Tickets for a raffle are usually sold outside of the event.* For more information on raffles, go to the State of Oregon website at: http://arcweb.sos.state.or.us/rules/OARS_100/OAR_137/137_025.html

According to Oregon Administrative Rule 127-25-310, the following information must be printed upon each ticket sold or otherwise provided to each purchaser at the time of the ticket sale:

- The date and time of the drawing
- The location of the drawing
- The name of the organization conducting the raffle
- The price of the chance
- A full and fair description of the prize or prizes to be awarded
- The retail market value of each prize to be awarded, and the total number of tickets, which may be sold

If there are no special raffle tickets printed, it is required that you have at all ticket sale locations a flyer/poster listing the required information. The Student Activities Office can assist you in developing and printing custom raffle tickets.

According to Oregon Administrative Rule 127-25-310, a report must be submitted after the raffle. The raffle report form will include:

- The total amount of proceeds received from the sale of tickets for each raffle game
- All expenses relating to the conduct of each raffle game (other than prizes)
- Total amount of cash prizes awarded (cannot exceed \$750.00 per raffle)
- Total cost of no-cash prizes awarded
- The winning ticket stub
- The names, addresses, and signatures of the winners of the first three prizes must be provided to the Administrative Services Office. Also for all prizes valued at \$100 or more, the name, address and signature of the prizewinner must be obtained.

Completed raffle reports are used to compile an annual report for the State of Oregon in order to maintain Willamette's Class A raffle license. If your student club or organization is planning to conduct a raffle, please contact Cece Quanbeck at the Administrative Services Office at 503-370-6112 for the required forms and assistance.

This is one of many handouts available to you. Feel free to meet with any Student Activities staff member for more details about this topic or any others related to leadership or your student organization. We also have open advising hours every Wednesday from 3 p.m. to 6 p.m. The Office of Student Activities is located in the University Center, on the 2nd floor, or by telephone at (503) 370-6463. Visit our website at www.willamette.edu/dept/osa or email us at wustudentinvolvement@gmail.com.