Fundraising

Student organizations are encouraged to organize fundraisers to cover operating expenses, complete projects or programs, and create a small reserve or cushion for future events. Following are listed the specific policies for certain types of fundraising. Keep in mind that the options listed are not the only options for fundraising.

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 Office of Foundation and Corporate Relations (Waller, 4th floor) so that the University presents an organized and coordinated fundraising effort to Salem and the surrounding communities. See page 28 under “Off Campus” for more information.

Fundraising/Gift Accounts

Student organizations that would like to raise funds must create a gift account through Advancement Services. Donors will be required to write checks payable to Willamette University and student organizations will be responsible for depositing these donation checks into their own gift accounts.

Note: student organizations are not permitted to use outside fundraising companies, programs, or websites (such as gofundme.com or others that are similar) to engage in fundraising efforts. These companies require personal information from students and do not comply with University Policy regarding organizational funding.

Using Funds for Philanthropic Events

University funds (including residence hall funds) cannot be used for contributions or sponsorships unless approved by the President of Senior Vice President for Finance or Administration.

Student organizations may use fundraiser proceeds to make contributions or sponsorships, provided that the ultimate source is not from University funds.

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 at www.orfoodhandlers.com. There is a $10 fee associated with this course. A copy of the food handler card must be in possession of the individual selling the goods for the duration of the bake sale.

Class Councils

Class Councils exist to develop bonds and unity among members of the same academic year. Class Councils are funded from the Student Body Fee ($7 per student/per semester). Requests for collaborative funding with Class Councils must be for programs that will promote class unity. Decisions about collaborative funding will be made by the Class Councils (which are open-membership organizations for all students). Submit requests to class council mailgroups <classcouncil20XX>. Be sure to indicate how the money will be used to promote class unity.

Raffles and Door Prize Drawings

Raffles

Willamette University owns a State of Oregon Class “A” raffle license. The University permits raffles to be held on campus under the parameters of local and state laws, and University Policy (see Office of Corporate and Foundation Relations). All student organizations planning a raffle must register with and report their raffle prior to conducting a raffle. Contact Administrative Services Office (by phone 503-370-6112 or in person: Executive Building) for the proper forms. For additional reference information please visit The Oregon Administrative Rules link at http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_137/137_025.html

OAR 137-025-0020

“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.

Door Prize Drawings

If you want to have prizes but not deal with 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 meeting or event and the total value of the prize(s) does not exceed $500.

This is one of many handouts available to you. Feel free to meet with any Student Activities staff member, or a Student Activities Intern for more details about this topic or any others related to leadership or your student organization. The Office of Student Activities is located in the University Center, on the 2nd floor, and can be reached by telephone at (503) 370-6463. Visit our website at www.willamette.edu/dept/osa or email sa-interns@willamette.edu. Updated 6/16