# Raising Money for Your Organization

All recognized student organizations have the right to hold a Banner FOAP Account that keeps club and organization funds. Clubs are not given any money at their creation nor is there an annual budget allotted to each club. All fundraising must be completed by the individual club.

## Student Organization Funding through ASPLU Appropriations:

Student clubs may apply for funding from the ASPLU Appropriations committee. This money is typically allotted to clubs who are putting on programs that impact a greater community than the club. Your club must be registered and in good standing with the University. The ASPLU Appropriations Board will not fund the following items:

* Reimbursements for past events
* Food items
* Traveling expenses
* Ambiguous or unspecified items

The ASPLU Appropriations Application can be found on the Clubs and Orgs website at <http://www.plu.edu/clubs/finances/funding-sources/>

## Fundraising Policy

Student clubs/organizations are permitted to sponsor fundraising activities. Only recognized and registered student clubs/organizations may sponsor a fundraising activity. There are three different types of fundraising activities: internal fundraisers, external fundraisers, and solicitations, donations, or in-kind contributions.

**Student Involvement and Leadership must approve all fundraising activities sponsored by student organizations through completion and acceptance of an Event Planning Form. Fundraising activities must be consistent with the mission of PLU, and adhere to all local, state, and Federal laws and ordinances.**

## Internal Fundraisers

Internal fundraisers are defined as events sponsored to raise money for internal organizational use (e.g., operating expenses, organizational activities, etc.)

* Contributions to internal fundraisers are not tax deductible. Student organizations may not rely on the university’s tax exempt status in organizing or operating such an event and shall in no way imply that the university is a sponsor of the event.
* The net proceeds of the fundraiser are to be dedicated only to funding the organization’s activities that comport with the organization’s stated purpose(s).
* No raffles, lotteries or sweepstakes may be held. An event involving all three of the following: (1) an entry fee (2) a prize (3) chance/luck, may fall under the legal definition of gaming, which is regulated by state law. Please contact Student Involvement and Leadership to determine if a proposed event would be considered a “raffle” or illegal gambling.
* Fundraisers that promote the use and/or sale of alcohol (e.g., happy hours) will not be approved.
* Fundraisers involving credit cards (e.g., credit card applications) will not be approved.
* All fundraising plans must be submitted to Student Involvement and Leadership for approval at least two weeks prior to the fundraising activity by completing an Event Planning Form.

## External Fundraisers

External fundraisers are defined as events sponsored to raise money for charitable, tax-exempt organizations external to the university.

The following policy allows recognized student organizations to use university facilities and sponsor events to raise money for another tax-exempt charitable, educational, or religious off-campus organization as defined under the Internal Revenue Code Section 501 (c) (3).

* The proposed recipient must be an IRS-recognized 501 (c) (3) organization. A copy of the IRS determination letter verifying this status must be submitted with the Event Planning Form. All commercial or political activities or organizations as well as unorganized or unrecognized public groups irrespective of their avowed aims or purposes are strictly excluded as recipients.
* The funds devoted to such purposes are to be confined to the net amounts realized from voluntary contributions made to such activity.
* Contributions to external fundraisers must be made payable directly to the external charitable organization and charitable organization. Contributions may not be made payable to the university. The student organization and charitable organization shall in no way imply that the university is a sponsor of the event.
* No raffles, lotteries or sweepstakes may be held. An event involving all three of the following: (1) an entry fee (2) a prize (3) chance/luck, may fall under the legal definition of gaming, which is regulated by state law. Please contact Student Involvement and Leadership to determine if a proposed event would be considered a “raffle” or illegal gambling.
* Fundraisers that promote the use and/or sale of alcohol (e.g., happy hours) will not be approved.
* Fundraisers involving credit cards (e.g., credit card applications) will not be approved.
* All fundraising plans must be submitted for approval at least two weeks prior to the fundraising activity by completing an Event Planning Form, and include a copy of the Internal Revenue Code Section 501 (c) (3) form obtained from that organization.

## Solicitations, Donations or In-Kind Contributions

Asking for funds or donations of goods or services either for internal organizational use, activity, or in support of an approved internal or external fundraiser.

The following policy provides a means for recognized student organizations to occasionally solicit funds or contributions (in contrast with conducting a fund-raising activity or event) from students, faculty/staff, alumni, individuals who are not alumni, parents, corporations, and/or foundations, for the student organization’s internal use directly related to its stated purposes, for an approved campus event, or in support of an approved internal fundraiser.

In addition to the guidelines delineated in this handbook for Internal Fundraisers, requests for solicitation of monies by recognized student clubs/organizations may be considered for approval by Student Involvement and Leadership provided they meet at least the following requirements:

* The net proceeds of the fundraiser are to be dedicated only to funding the organization’s activities that comport with the organization’s stated purpose(s), or for a previously approved campus project.
* No solicitations will be made or given for the benefit of another tax-exempt charitable, educational, or religious off-campus organization; or any commercial or political organizations or activities; or unorganized public or private groups irrespective of their avowed aims or purposes.
* Funds requested are to be derived from voluntary contributions specifically made to meet the purposes of the approved solicitation.
* Solicitation of a student clubs/organization’s own members does not require approval from Student Involvement and Leadership. Solicitations of any person or entity other than a student organization member (e.g. faculty/staff, alumni, individuals who are not alumni, parents, corporations, foundations) require review and approval from Student Involvement and Leadership, in consultation with University Advancement as appropriate.
* All plans for fundraising must be submitted for approval at least two (2) weeks prior to the fundraising activity by completing an Event Planning Form.
* Solicitations or in-kind contributions (e.g., donations of gift certificates, products or services) must also comply with this policy.

## FOAP Account

Student clubs are entitled to the creation of a FOAP Banner Account. Funds roll over year to year, however, no money is allotted to clubs at their creation or at the beginning of each academic year. All funds must be raised by the individual club/organization.

Oversight of these accounts will rest primarily with the Treasurer in conjunction with the Office of Student Involvement and Leadership.

To utilize the account, the club President and Treasurer must attend a session at the beginning of the academic year that will instruct on how to properly use the funding. The Office of Student Involvement and Leadership is the Financial Manager for all student club accounts. Should a club need to spend money from their account, the club Treasurer will work in conjunction with the Office of Student Involvement and Leadership for signatures on reimbursements, cash advances, and/or check request forms.

There are two Financial Managers within the Office of Student Involvement and Leadership that may approve and sign off on appropriate paperwork; these are the Director of SIL and the Program Coordinator. When submitting any paperwork for reimbursement purposes, please go to the Office of Campus Life Front Desk (lower level of the AUC) and turn this in. The Front Desk worker will work in conjunction with the Financial Managers to get the paperwork signed and will then notify the club member that the paperwork may be picked up and taken to the Business Office for reimbursement. Please see the sections below for specific paperwork requirements.

## How To Access Funds

A club can access their finds in multiple ways. All forms are available on the Business Office website at <http://www.plu.edu/business-office/documents/> as well as the Student Involvement and Leadership Clubs website at <http://www.plu.edu/clubs/documents/> . Club funds may not be spend on alcohol, drugs, gambling, or other items that violate PLU’s Student Code of Conduct or local and federal law. If you have any questions about how to fill these forms out, contact the Office of Student Involvement and Leadership.

## Account Charge

There are only two places that can directly charge a club account. Impact and Catering can charge directly to a club account. Bring your club FOAP Account Code to any of those locations and ask for a departmental charge. Fill out the necessary paperwork.

## Cash Advance Form

A club member may request up to $75.00 in cash prior to the purchase of club-related items. This form must be signed by the Financial Manager in the Office of Student Involvement and Leadership. The recipient of the money is responsible to purchase necessary items, collect an itemized receipt, and bring exact change to the Business Office within 7 days. The amount spent will be charged to the club account.

## Cash Reimbursement Form

Purchases made by a club member that total under $75.00 can be charged to a student account using a Cash Reimbursement Form. Complete this form (including the Financial Manager signature) and attach an itemized receipt then bring to the Business Office. A cash reimbursement will be provided to the student.

## Check Request Form

For purchases over $75.00 a Check Request Form may be submitted for both reimbursement and invoiced purchases. For a reimbursement original, itemized receipts must be attached. To have a check cut for a performer or service provider, a detailed invoice must be attached prior to submission to the Business Office. **Note: Checks are only cut on Fridays and typically take two (2) weeks to process. These requests should be submitted at least two (2) weeks prior to when the funds are required.**

## Credit Card Purchases

For large purchases that can be completed over the phone or through the internet, such as plane tickets, furniture, or other large supplies, please contact the Office of Student Involvement and Leadership for assistance.