

**SOUTHWEST MINNESOTA STATE UNIVERSITY**  
**POLICY**  
**FUNDRAISING AND SOLICITATION**

**Purpose**

To establish guidelines for campus groups, clubs, organizations, or individuals (including students, faculty, classified and unclassified staff) to conduct off-campus or on-campus solicitations of gifts, advertising, donations, or engage in any kind of fundraising activity; and for off-campus groups or individuals to conduct on-campus solicitations.

**Authorized Student Groups**

In order for a student club, organization, or group to request permission to conduct a fundraising activity, it must first be approved as a legitimate campus group by the SMSU Student Senate.

**Procedure for Off-Campus Solicitations**

All **off-campus** fundraising activities must receive authorization from the university Development Office one month prior to the solicitation. The SMSU Fundraising and Solicitation Approval Form (see attached) is available in the Development Office. Two copies of this approval must be completed, including appropriate signatures, and returned to the Development Office one month prior to the solicitation. The second copy will be returned to the applicant group no later than one week prior to the solicitation.

**Procedure for On-Campus Solicitations and/or Sales**

All **on-campus** fundraising, solicitation, or sales activities must receive authorization from the Vice President for Student Affairs or his/her designee. The SMSU Fundraising and Solicitation Approval Form (see attached) is available in the Student Center Director's office. Two copies of the approval must be completed in full and returned to the Student Center Director's office one week prior to the solicitation. On-campus solicitations or sales in the residence halls are handled through the Residence Hall Association (RHA) and must be approved through that Association.

**Procedures for Raffles**

All raffles conducted on the SMSU campus must receive prior approval from the SMSU Development Office. In addition, all approved raffles must adhere to Minnesota State Statutes 349.166, 609.75, and 609.76 as well as MnSCU Board Policy 5.15, Part 3. For further details on conducting raffles, contact the Development Office.

**Outside Organizations and Political Fundraising**

In general, Southwest Minnesota State University does not permit outside organizations on its campus to conduct fundraising. Any outside organization wishing to receive an exception must contact the Development Office and complete the Fundraising and Solicitation Form for consideration. There will be no solicitation for political parties or candidates on campus grounds.

**Exceptions**

The *Spur*, KSSU, and Mustang Athletic Department staffs may solicit for advertising and underwriting funds under the supervision of their supervisors/advisors. The Development Office may conduct fund drives for the SMSU Foundation, Alumni Association, Mustang Booster Club, or any project deemed appropriate by the University or SMSU Foundation Board

**Institutional Liability**

Southwest Minnesota State University assumes no responsibility or liability for any debts or encumbrances resulting from solicitations by any campus groups or organizations not acting specifically as agents for the University.

**Southwest Minnesota State University  
Fundraising and Solicitation Approval Form**

This form is to be completed and submitted in duplicate to the appropriate office in compliance with the SMSU Fundraising and Solicitation Policy.

Type of Solicitation:

\_\_\_ On-Campus Solicitation (submit form to Student Center Director’s Office, SC 225)

\_\_\_ Off-Campus Solicitation (submit form to University Development Office, FH 225)

Name of Group/Individual seeking to raise funds: \_\_\_\_\_

Please describe the fundraising activity you propose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who do you plan to solicit? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of fundraiser event: \_\_\_\_\_ Location of fundraiser: \_\_\_\_\_

For whom will the donated funds benefit? \_\_\_\_\_

For what purpose will the funds be used? \_\_\_\_\_

\_\_\_\_\_

Has the membership of your group approved of this fundraiser?    Yes    No

Group/Individual Name \_\_\_\_\_ Date \_\_\_\_\_

Requesting Signature \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Role or Office in Organization \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

**On-Campus Solicitation Signature from Student Center Director’s Office, SC 225**

Approval Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Off-Campus Solicitation Signature from University Development Office, FH 225**

Approval Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_