# Guidelines for Incorporating Fundraising into a Service-Learning Class at LSU

Adapted from the 2012-2013 Campus Life Student Activities Handbook

Fundraising in a service-learning class can be a great learning experience for students, but it can also require diligence from the faculty member to ensure that proper LSU protocols are followed.

In planning your course, you should (ideally) allow at least six weeks for the various approval processes to be completed. Fundraising activities **cannot begin** without the approval from the Office of Finance and Administrative Services.

Service-learning classes that will be participating in fundraising should follow the rules established for student organizations. Fundraising by student organizations is allowed at LSU, in accordance with University policies and processes, local, and state laws, and the LSU Code of Student Conduct. Fundraising is a type of event; therefore the Event Approval & Registration Policy also applies. Fundraising may not include solicitation of advertisements from commercial vendors or other non-student groups without the express written approval of Finance and Administrative Services. All events must be registered online through the Student Org Community.

Campus Life defines fundraising as any event program or activity, in which money or items are collected for the purpose of raising funds for the organization, philanthropy, or donating goods to charities. Some examples include donations, ticket sales, sale of items, or collection of goods (i.e. canned food drives with donations to a food bank).

The Campus Life staff is happy to assist students with questions about the fundraising approval process and can be reached at (225) 578-5160 or involvement@lsu.edu.

## To be approved, fundraisers must comply with the following:

* Off-campus fundraisers do not require approval or registration (Office of Risk Management, August, 2011).
* If your fundraiser includes food or non-alcoholic beverages and is hosted off-campus, please complete the [Off-Campus Food and Beverage Event- Hold Harmless Agreement](http://sites01.lsu.edu/wp/campuslife/2013/08/off-campus-food-beverage-hold-harmless-agreement/) for fundraisers held off-campus and return to Campus Life, Student Union Room 350. If the approved vendor or sponsors serves alcohol on the premises, not in conjunction with the fundraiser (office of Risk Management, August 2011) the students conducting the fundraiser must submit the [Off-Campus Food and Beverage Event-Hold Harmless Agreement](http://sites01.lsu.edu/wp/campuslife/2013/08/off-campus-food-beverage-hold-harmless-agreement/) to Campus Life.
* Students must gain approval for the use of university facilities prior to gaining approval for the fundraiser from Campus Life/Greek Life. Approval of the fundraiser and event does not constitute approval of space. Sometimes the reservation of space is tentative, pending the approval of the fundraiser. Once the fundraiser is approved, Campus Life will communicate with the venue to confirm the reservation of space.
* On-Campus events must be submitted for approval online via the Student Org Community at least 10 business days prior to the fundraiser.
* Fundraisers involving food must comply with [LSU’s Policy Statement on Food Service (PS-60)](http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/c67e99b8b92899bc86256c250062ae89?OpenDocument), which determines approved venues and catering stipulations. Self-catering (defined by PS-60 as, “the preparation and serving of food, whether purchased as raw food or prepared food products, by members of a LSU department, student organization or other organization for themselves and guests with no involvement of a caterer in the preparation and serving of food within LSU facilities and premises) is not allowed for fundraisers, unless approved by Student Life and Finance and Administrative Services and if the food preparation area complies with all applicable local and state health, sanitation, and safety standards. All other fundraisers involving food must utilize an [LSU Licensed Caterer](http://www.fas.lsu.edu/purchasing/PDFs/Catering%20list.pdf) in order to be approved.
* Fundraisers with food cannot take place anywhere in or around Free Speech Alley/Plaza. (Per Finance and Administrative Services, because of contractual obligations with the dining vendor of the University)
* Students may not promote, sell, or serve alcoholic beverages at any fundraising activity per [LSU’s Policy Statement on Serving, Possessing, and Consuming of Alcoholic Beverages on Campus (PS-78)](http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/76abbd73805e5f538625708b006cd34e?OpenDocument).
* If promotional items are sold, the student must seek an additional approval from Finance & Administrative Services. The promotional item design must be emailed to trademark@lsu.edu for approval **prior** to gaining approval for the fundraiser from Campus Life/Greek Life.
* Students may use the LSU logo or other indicia if approval is granted from Finance & Administrative Services ([LSU’s Policy Statement on the Use of University Name and Indicia, PS-93](http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/9f9dea6bcaeeeba086256d2e006f7c15?OpenDocument)). This approval includes, but is not limited to, t-shirts, hats, calendars, decals, banners, or any other apparel or non-apparel items. The approval is obtained by emailing trademark@lsu.edu.
* If students are interested in soliciting off-campus businesses or organizations for donations of money, services or products, the organization must first seek approval from Finance & Administrative Services. A list of all potential donors/sponsors must be emailed to sponsorrequests@lsu.edu for approval prior to gaining approval for the fundraiser from Campus Life/Greek Life.
* Campus Life defines an auction as the process of buying and selling goods or services by offering them for bid (silently or otherwise), and then selling the item to the highest bidder. Auctions are allowed as fundraisers when the entire net proceeds of the auction are devoted to a charitable or educational organization (per Louisiana Revised Statute 4:707.B).
* Fundraising on campus by students is prohibited on the day of home football games (LSU Football Fan Guide).
* Lyn Taylor is a good contact in the Office of Finance and Administrative Services if you need help identifying what restrictions might affect service-learning fundraising activities. She can be reached at 225-578-3386 or batayl@lsu.edu

## Steps to register an On-Campus Fundraiser:

**STEP ONE** The faculty member or students should request to meet with the Assistant Director for Involvement to discuss how to register their class as a Student Campaigns group. Call (225) 578-5160 or e-mail involvement@lsu.edu.

**STEP TWO** Complete and submit an online event request through the Student Org Community at least 10 business days prior to the date of the event (or 15 business days for events with medium to high risk). Only members with “group admin” status can submit an event request. Go to <https://lsu-community.symplicity.com/index.php?s=home> to login to the Student Org Community (with your MyLSU ID and password) to submit an event request under your Student Campaigns group.

* Depending on the event, additional approvals from university departments may be needed. These approvals are needed **prior** to Campus Life/Greek Life approving any fundraiser. See above for more information on which department approves specific organization events.

 **STEP THREE** Campus Life staff reviews the event request.

 **STEP FOUR** Campus Life staff approves the fundraising event if it meets all requirements and then notifies the students. Once the event has been approved, the online software will send an automated email to the individual who submitted the event request.

* If the event does not meet the requirements, Campus Life/Greek Life will request more information or deny the event request.
* If the event is denied, the online software will send an automated email to the individual who submitted the event request.

 **STEP FIVE** If approved, the students can host the fundraiser on campus

## LSU Resources for a Successful Fundraiser:

 If your fundraiser involves food:

 [Policy State (PS)-60](http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/c67e99b8b92899bc86256c250062ae89?OpenDocument): Food Service

 [LSU Licensed Caterers](http://www.fas.lsu.edu/purchasing/PDFs/Catering%20list.pdf)

 To comply with policies on venues/location and to reserve space on campus:

 [Policy Statement (PS)-82](http://appl003.ocs.lsu.edu/ups.nsf/d18275cbffaad4b10625635a006e196c/9e2c93db11f63b8e86256c250062ae70?OpenDocument): The Use of LSU Facilities and Premises

 [LSU Student Union](http://unionweb.lsu.edu/About/EventManagement/item36109.html) – reserving space in the Student Union

 [LSU Agricultural Center](http://www.lsuagcenter.com/en/our_offices/departments/Livestock_Show_Office/Facilities/)- reserving space within Agriculture buildings

 [University Recreation](http://lsuuniversityrec.com/lsuurec/facilities/reservations-rental/) - reserving space with University Recreation

 For approvals and resources from Finance and Administrative Services:

 [Policy Statement (PS)-6](http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/0d50d98f4cd377e386256c250062ae93?OpenDocument): Solicitation of Advertisement

 [Policy Statement (PS)-93](http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/9f9dea6bcaeeeba086256d2e006f7c15?OpenDocument): The use of University Name and Indicia

 trademark@lsu.edu: Approval of designs on promotional items to be sold

 sponsorrequests@lsu.edu: Approval of potential donors/sponsors

 University policies concerning behavior:

 [LSU Code of Student Conduct](http://saa.lsu.edu/code-student-conduct)

[Policy Statement (PS)-78: Serving, Possessing, and Consuming of Alcoholic Beverages on Campus](http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/76abbd73805e5f538625708b006cd34e?OpenDocument)

## Late Night Events

Late night events are defined as any event open to LSU students and guest scheduled to conclude after midnight on a Friday and Saturday night. Late night events must end by 1:45 a.m. and the facility must be cleared by 2:00 a.m. Late night events may not be held from Sunday through Thursday. Events scheduled to continue past midnight in the LSU Student Union must comply with the policies and procedures set forth by the LSU Student Union Event Management Office. A sufficient number of officers will be assigned to work security for events to insure a reasonably safe function.

## Communicating with your Students

It is important for faculty to ask if any students in their classes have experiences with fundraising at LSU. These students will be a great asset.

*General Tips*

If you plan on selling items to raise funds, you may want to contact sponsors to see if they will provide the start-up funds to purchase these items.

Keep your instructions to your students as simple as possible.

Be clear about the guidelines. Provide your students with written directions and include in your syllabus that there are a number of policies and rules regarding fundraising that they need to follow. Advise them to always ask you before they engage in any fundraising activity that has not yet been approved. All contact with LSU officials should be initiated by you or another faculty member, not the students.

ALWAYS follow up on forms – Forms, especially those that involve routing to multiple parties can sometimes be held up in one person’s office for weeks. The best way to avoid this is to call regularly to find out the status of the form and to make sure it is being routed. Start with the first place you routed it to, and follow up from there.

Keep Good Records

* + Keep track of how much money was received
	+ Identify who gave what (sponsors and donors)
	+ Record how much money was received through different activities
	+ Use carbon copied receipt books so that you may have a copy of the receipt for your records.