

NUMBER: STAF 3.22
SECTION: Student Affairs and Academic Support
SUBJECT: Fund Raising by Student Organizations
DATE: June 1, 1992
REVISED: April 19, 2016
Policy for: Columbia Campus
Procedure for: Columbia Campus
Authorized by: Vice President for Student Affairs
Issued by: Office of Student Life

I. Policy

The university has established the following policies and procedures to ensure that student organization fund-raising activities are conducted in accordance with university policy and state law. All fund-raising activities must be approved in advance and in accordance with university policy.

- A. Fund-raising is defined as any event in which an organization solicits money from its members or from other members of the campus community. The following guidelines shall apply:
1. Only registered student organizations shall be permitted to hold fund-raising activities.
 2. No door-to-door solicitation shall be permitted in the residence halls.
 3. Lotteries, raffles, and games of chance must be in accordance with South Carolina state law.
 4. Fund-raising events are to occur during a specified period of time.
 5. Organizations funded by the Senate Finance Committee must place all monies collected in their university account no later than the next working day following the fund-raising event. Locked bags may be dropped in the Russell House University Union (RHUU) safe overnight.
- B. Fund-raising activities are permitted in the following designated areas only:

1. Designated areas of the Russell House University Union (including the front and back patios, ballroom, meeting rooms, and main lobby)
2. Greene Street (between the gates ONLY and at specified times)
3. Pickens Street Bridge
4. Designated areas of the Coliseum walkway
5. Designated areas of academic building lobbies upon the approval of the appropriate academic dean and the Associate Vice President for Student Life (or designee)

II. Procedures

- A. Student organizations are responsible for obtaining all local, state, or federal business permits and/or licenses and filing all relevant tax statements.
- B. Submit an online facility reservation and event registration form, completed by an officer of the organization, to the RHUU event services coordinator (Russell House - room 218) at least five (5) days prior to the planned event. Forms and specific information on areas available can be obtained from the event services coordinator.
- C. Approval
 1. Funded organizations, the RHUU event services coordinator tentatively approves the space and forwards the form to the assistant to the Associate Vice President for Student Life (or to the assistant director for residence life if the organization is a residence hall government).
 - a. The assistant to the Associate Vice President for Student Life signs the reservation form, keeps a copy, and returns the original to the event services coordinator.
 - b. The Russell House event services coordinator finalizes the approval of the space and forwards a copy of the reservation confirmation to the organization for signature.
 2. Non-Funded Organizations - The Russell House event services coordinator will approve the event and location.
- D. Denial - Should the request for a fund-raising activity be denied, the decision may be appealed to the Associate Vice President for Student Life (or designee).

- E. Compliance with Procedures - Organizations should maintain records of receipts and expenditures for a period of three (3) years and shall make such records available upon request by the appropriate university official. Funded organizations must comply with procedures stated in the Treasurer's Manual for Student Organizations.
- F. Deposit of Funds - All funds collected by the organization should be deposited in its university account in the Department of Student Life, according to guidelines outlined in the Treasurer's Manual for Student Organizations.
- G. Off-Campus Locations - Funded organizations planning fund-raising events off-campus must check with the Leadership Service Center (or the assistant director for residence life for residence hall governments). Funded and non-funded organizations must check with appropriate local authorities for state and local laws governing fund raising activities.
- H. Requests to Extend Approved Time Period - The fund-raising activity should go no longer than the reserved/approved time period allotted. For approval to extend the period of time, a new request must be submitted.
- I. The solicitation policy of the University of South Carolina must undergo constant revision in order to reflect prevailing community standards and the most recent case law which constitutionally defends the rights of students as citizens as well as protecting the individual privacy of students on the university campus. Please see the University Policy STAF 3.17 Campus Solicitation (<http://www.sc.edu/policies/staf317.pdf>) .

III. Related Policies

STAF 3.17 Campus Solicitation (<http://www.sc.edu/policies/staf317.pdf>)

IV. Reason for Revision

Policy organization, content and accuracy reviewed in March 2016; no substantive revisions required.