

**ELIZABETH CITY STATE UNIVERSITY**  
**Student Club & Organization Fundraising & Solicitation Policy**

**Preamble**

Elizabeth City State University recognizes and support fund-raising projects of university affiliated student organizations especially when these activities are related to the mission of the university; provided a source or contributed funds for philanthropic purpose or community service; enable an organization, and provide a public service or benefit to the university community at large. However, unauthorized solicitation (e.g. selling and promotions) on campus is not permitted. This policy shall govern the manner in which university sales, solicitation and fundraising are conducted on campus by university affiliated student organizations.

**1. Definitions:**

Under this policy the following definitions shall apply:

- a. **University.** Refers to Elizabeth City State University.
- b. **University affiliated student organizations.** Groups that are formally part of the University such as student clubs and organizations that have been officially recognized by the Division of Student Affairs.
- c. **Unaffiliated organizations.** Groups that are not defined as University affiliated organizations, even though some of the members or participants may be University personnel and students.
- d. **Fundraising.** Includes the charging of admission, solicitation for funds, sales, or donations in any form including raffles and drawings by a recognized student club or organization, University affiliated organization, or a non-University affiliated organization.
- e. **Solicitation.** Any effort or attempt to (a) importune, entreat, implore, ask, attempt to try to obtain an order or to invite a business transaction for a product offered or being sold; (b) seek orders, subscriptions, political or charitable contributions, or any other kind of financial support; or (c) distribute literature, handbills, samples or other printed material for the purpose of advertising products, services, or other commercial enterprises to members of the University community.
- f. **Solicitor.** Any person or entity that engages in solicitation.
- g. **Facilities.** Buildings and grounds owned or controlled by the University.

**2. Purpose:**

This policy is for the following purposes:

- a. To preserve the university's right to regulate university affiliated student organizations sales and solicitation activities on its property; and
- b. To protect the campus community from sales and solicitation activities that are disruptive, unrelated to the university's mission and educational purpose, or incompatible with the normal operation; and
- c. To enable the university to enforce compliance with the state's statues governing sales of merchandise by governmental units; and university policies.

**3. General Guidelines:**

- a. Solicitation, fund raising, and selling of services, products, or articles upon property under the jurisdiction of Elizabeth City State University is prohibited with the exception of the following:
  - i. By University affiliated student organizations
  - ii. At designated university events such as Homecoming, Community Fairs and Viking Fest when the university determines that such sales directly relate to and are supportive of the event's primary purpose.
  - iii. By solicitors who have contracted with the university to provide services products or articles directly related to the university's educational purpose or to students' needs and not otherwise available in the local area.
- b. In accordance with policies 500.3.14 Student Activity Admission Policy and 500.6.3 Promotion Policy for Student Events and Activities, university affiliated student organizations, may conduct fund-raising events involving the sale of goods, services, subscriptions, tickets, and the like only with the completion of an approved fundraising and solicitation application. Before granting approval, the Vice Chancellor of Student Affairs or designee may require a review of any contract existing between an affiliated organization and its fundraising partners. Each solicitor involved conducting an approved activity must have an approved fundraising and solicitation application.
- c. Students may not use residence hall rooms as a place of business.
- d. Except as otherwise described in the University policy 900.1.3 Alcoholic Beverage Policy, solicitation, promotion, or sales of alcoholic beverages and/or alcohol related items is prohibited.
- e. The University reserves the right to withhold, at its discretion, approval or cancel all solicitation and sales activities on its property should the event conflict with functions essential to the educational mission of the University.
- f. The University also reserves the right to regulate time, place, manner, and duration of approved sales or solicitation activity and any advertising related thereto.

**4. Guidelines for Solicitation:**

- a. Approval to solicit will be considered only for organizations, not individuals, with the exception of solicitors as described under General Guidelines a.-iii.
- b. Solicitation must occur only in the approved locations in policy 500.6.3 Promotion Policy for Student Events and Activities.
- c. University affiliated student organizations may sponsor non-university affiliated groups to solicit at the locations identified in policy 500.6.3, if there is a logical relationship to goods or services being solicited and when there is no contractual agreement between a student and a solicitor involved.

**5. Guidelines for Fundraising:**

- a. The purpose for which the funds will be raised must be consistent with the purpose of the university affiliated student organization, the Code of Student Conduct and other applicable policies of the University.
- b. All revenue collected in the name of the university affiliated student organization must be deposited into the designated bank account.
- c. Fundraising for any candidate running for political office is prohibited.
- d. The university affiliated student organization will be held responsible for all expenditures accrued.
- e. Must follow guidelines set forth in the fundraising and solicitation procedures

**6. Guidelines for Raffles and Drawings:**

- a. University affiliated student organizations who wish to conduct a raffle or drawing must be approved seven days in advance of the ticket sales by the Director of Student Engagement. Consultation will be made with the Division of University Advancement to ensure that such activities do not conflict with other planned fundraising activities by the University or Foundation.
- b. All raffle tickets shall be identical in form and include:
  - i. The name and address of the sponsoring organization or club;
  - ii. The price of the ticket and the discounted price, if any, applicable to multiple ticket purchases;
  - iii. A place for the purchaser to enter his or her name and contact information;
  - iv. The date, time and place of the drawing(s);
  - v. A list of each prize to be awarded which has a retail value of \$500.00 or more.
- c. Tickets for a proposed raffle may not be offered for sale more than 90 days before the raffle drawing.

- d.** All raffle drawings shall be held in public.
- e.** All prizes shall be awarded to winners.
- f.** If a raffle drawing is canceled, the university affiliated organization shall refund the receipts to the ticket purchasers within 30 calendar days of cancellation notice.
- g.** All profits from raffles shall be used by the university affiliated student organization conducting the raffle to further the organization's or purpose for existence and no salaries, fees, or profit shall be paid to any other organization or individual in connection with the operation of a raffle.
- h.** Raffles must comply in all respects with North Carolina General Statute 14-309.15. Groups that fail to comply with the law are guilty of a crime.