**Fundraising Information & Guidelines**

Registered student organizations (RSO) at Helena College can raise funds in a variety of ways: selling tickets to events; selling products such as baked goods or T-shirts; soliciting donations from campus departments and administrative offices; dues; contributions from national or local affiliates; and soliciting donations from businesses and individuals.

**Terms Defined**

* **Fundraising**

For College purposes, fundraising is defined as “any activity in which money is collected on or off-campus.”

* **Sponsorships**

This term refers to any funds or in-kind donations (including goods or services) from a business or organization to a student organization in return for a measurable benefit, such as advertising, event participation or signage.

* **Donations**

Gifts (money or goods) given to an organization with no expectation of a measurable benefit to the donor.

* **In-Kind Donations**

Exchange of services, such as providing concert sound free of charge or at a discounted rate for an event with no expectation of a measurable benefit to the donor.

* **Tax-Exempt**

Student organizations are not tax-exempt organizations UNLESS they have gone through the paperwork and process to become a 501(c)(3) nonprofit according to the IRS.

**Guidelines**

All fundraising requests must come from a RSO in good standing with the Associated Students of Helena College (ASHC). Below are general fundraising guidelines to be followed when fundraising.

* A Pre-Event Request Form must be submitted in conjunction with the Fundraising Request Form. Requests will be considered incomplete and will not be reviewed until both forms are received.
* Prior to fundraising, all RSOs must: consult with their advisor, complete a Fundraising Request Form, and receive written approval from the Director of Marketing & Development. RSOs are also encouraged to consult with ASHC.
* All funds collected can be spent on programming and operational expenses for your organization (i.e., catering, promotional items, travel, etc.). Funds cannot be used for the personal use of members.
* All co-sponsoring RSOs must individually submit a Fundraising Request Form before requests can be reviewed by the Director of Marketing & Development.
* A minimum of 20 business days prior to the proposed fundraising date is required for the approval and planning process. Requests submitted within 20 business days will not be considered for approval.
* When fundraising, you are representing your RSO and must have the name of your group clearly visible at your fundraising location as well as the purpose of your fundraiser.
* You may not state you are raising funds on behalf of Helena College.
* Usage of the Helena College logo for promotion purposes must be approved by the Director of Marketing & Development.
* The RSO is responsible for clean-up and removal of any garbage associated with the fundraising activity, as well as the removal of any promotional materials posted on campus within two days of the end of the activity.
* All funds raised must be deposited in the RSO’s account within two business days of the activity taking place.
* In addition to following Helena College and ASHC policies and regulations, all fundraising activities should be in compliance with county, state, and federal laws.
* These guidelines are not conclusive and additional procedures and regulations may be implemented in the future or on a case-by-case basis.

**Fundraising Request Form**

All Fundraising Request Forms must be submitted 20 business days prior to the proposed fundraiser date. This time is used to thoroughly review requests, generally within five business days, and attain the necessary approvals. In addition, the early submission allows the Director of Marketing & Development to avoid approving and scheduling any competitive fundraising efforts among student organizations.

If the proposed fundraiser involves off-campus solicitations (asking community members, organizations, or businesses for funds) you must supply a copy of a list of persons, organizations, or businesses you will be asking for funds, along with the solicitation letter to the Director of Marketing & Development prior to communicating and organizing fundraising events. Please note that external fundraising will require an additional 10 business days before the proposed fundraising event date for approval (30 business days in total).

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| **Organization Information** |
| Registered Student Organization Name: |
| Advisor Name: |
| Advisor Phone: | Advisor Email: |
| Student Representative Name: |
| Student Representative Phone: | Student Representative Role: |
| Student Representative Email: |

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| **Fundraiser Information** |
| Fundraiser Name: |
| Fundraiser Purpose: |
| Specifically, what is the intended allocation of raised funds? |
| Start Date and Time: | End Date and Time: |
| Fundraiser Location: |
| What is your fundraising plan and will it be promoted? |
| Target Audience: | Expected Amount to be Raised: |

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| **Fundraising Information** |
| How does this fundraiser support the mission of your registered student organization? |
| Please list any registered student organizations that will be co-sponsoring this fundraiser: |

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| **Acknowledgement & Approval** |
| On behalf of the [NAME OF THE RSO], we agree to abide by all Helena College policies, procedures, concerning fundraising activities. We confirm the above description of our activities is accurate and complete. |
| Advisor Name: | Advisor Signature: | Date: |
| Student Representative Name: | Student Representative Signature: | Date: |
| ASHC President Name: | ASHC President Signature: | Date: |
| ASHC Advisor Name: | ASHC Advisor Signature: | Date: |
| Director of Marketing & Development Name:  | Director of Marketing & Development Name: | Date: |

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| **Submission Review** |
| Submitted for Review to the Director of Marketing & Development ­­­­­­­­­­­­­­­­­­­­­­­­ | Date: |
| Reviewed by Dean’s Cabinet | Date: |