



OPSU POLICIES AND PROCEDURES

TITLE: Student Club/Organization Fundraising

APPROVED BY: Wayne Manning, VPAAO

ISSUSING SOURCE: Jessica Lofland, Director Student Services

DATE: September 20, 2010

Policy:

Any Oklahoma Panhandle State University student club or organization seeking to hold a fundraising event on-campus must meet the following criteria:

- A. Any club/organization wishing to host a fundraising event on-campus must complete an OPSU On-campus Fundraising Form and return it to the OPSU Director of Student Affairs at least one week prior to the event. Approval will be granted if the event meets all of the requirements included in this policy.
- B. The campus organization must be chartered and recognized as an active University organization by the OPSU Student Senate or be recognized as a team or group by the University administration for the purposes of academic improvement, arts and entertainment, and athletic or academic competition. Off-Campus organizations wishing to host a fundraising event on campus must receive approval from the Director of Student Affairs in consultation with the University administration.
- C. Solicitation of credit cards or other forms of credit as means of raising funds is prohibited.
- D. The fundraising event will not conflict with local, state, or federal laws.
- E. The club/organization hosting the fundraiser agrees to abide by the rules and regulations of Oklahoma Panhandle State University.
- F. The club/organization hosting the fundraiser agrees to be respectful and not intrude on the rights of others.
- G. Any club/organization wishing to sell food items will receive approval from the manager of the campus food service provider.

- H. Approval of a fundraising event may be denied or revoked for justifiable reasons to include but not limited to the following:
- a. Failure to comply with regulations outlined,
 - b. Faulty goods/merchandise,
 - c. Unsanitary or unsafe conditions,
 - d. Misrepresentation,
 - e. Falsification of information on application, or
 - f. Events that interfere with the educational mission of OPSU.

Procedure:

Clubs/organizations shall complete an OPSU On-campus Fundraising Form and return it for approval to the Office of Student Affairs (SL 101).

Name of Organization: _____

Contact Person: _____ Cell Phone: _____

Advisor: _____ Campus Phone: _____

Will the Event Involve Food Sales: Yes No

If yes, the event must be approved by the manager of the campus food-service provider:

Signature of Food Service Manager Date

Description of the Event: _____

Location of the Event: _____

Risk Management Statement: Be aware that student organizations and the individuals affiliated with those organizations don't fall under the protection of the University's liability coverage. Organizations are encouraged to consider purchasing a small liability policy to protect the organization and the members.

Signature of Contact Person Date

Signature of Advisor Date

For Official Use Only Date Received: _____ Approved: Yes _____ No _____
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