

# **Fundraising and Other Noncommercial Activity Policy**

## **A. GENERAL PROVISIONS FOR FUNDRAISING**

1. University facilities are not to be used without charge by individual students or student organizations for commercial activities or for personal gain.
  - a. Commercial activity is the sale of goods or services or the sponsorship of any program conducted primarily to generate personal income or corporate profit.
  - b. Nothing in the above shall prohibit any department, division, or student organization in the University from setting higher standards.
2. Permission for all fundraising activities is extended only to currently registered student organizations or other groups deemed appropriate by Student Leadership and Engagement and is subject to the below regulations:
  - a. Fundraising is defined as the sale of products or services, the solicitation of money or contributions, the collection of dues or donations, the charge of admission, and any other means designed to raise funds.
  - b. All fundraising activities must be approved by the Director of Student Leadership and Engagement or designee at least five-working days in advance.
    - 1) The Fundraising Proposal Form, available at Student Leadership and Engagement (University Center 115), must be completed and submitted at least seven working days prior to the fundraiser event.
    - 2) Permission shall not be granted for products and services that conflict with institutional values of the University of San Francisco or with the values and theological tenets upon which it is founded. Examples of prohibited products include but are not limited to contraceptives including condoms and pornographic materials.
    - 3) Permission shall not be granted for the solicitation of credit cards.
    - 4) Food sales activities must first be approved by the Director of University Food Services prior to being submitted to SLE.
  - c. Pre-established fees for facility use, equipment rental, and other direct costs must be paid in advance.
  - d. Funds raised must benefit a registered campus organization, a bona fide charitable organization, or other groups deemed appropriate by Student Leadership and Engagement. No funds may be used for personal gain as defined in Section 1(A)(2). The University reserves the right to investigate financial records of campus organizations that have been allowed to raise funds on campus to determine if the funds are being used for the purpose for which they were raised.
  - e. The publicity for the activity, after the fundraiser has been approved, must include the following information:
    - 1) Name of sponsoring organization,
    - 2) Name of the individual or organization benefiting from the activity,
    - 3) The intended uses of the funds collected at the activity,
    - 4) A statement of approval, "Approved by Student Leadership and Engagement," and
    - 5) A specific disclaimer of University sponsorship or endorsement, "The views presented herein do not necessarily reflect the position of the University of San Francisco."
3. The commercial promotion, distribution, sale, exposure or offer for sale of any goods, articles, wares, services or other merchandise, whether or not for profit, must first be approved by the Director of Student Leadership and Engagement (for individual students and registered student organizations) and are subject to the following regulations:

- a. Individuals and organizations (including registered student organizations) are subject to the regular facility-use fee when a bona fide charitable individual or organization retains less than 50% of the net profit from the activity.
  - b. Permission shall not be granted for products or services that conflict with institutional values of the University of San Francisco or with the values and theological tenets upon which it is founded. Examples of prohibited products and services include but are not limited to contraceptives-including condoms, pornographic materials, and the solicitation of credit cards.
4. Solicitation for corporate sponsorship for any University- sanctioned event or activity by any individual student or student organization must be reviewed and approved by the Director of Student Leadership and Engagement prior to contact with a potential sponsor.

## **B. GENERAL PROVISIONS FOR OTHER NONCOMMERCIAL ACTIVITY**

1. Other noncommercial activity includes the distribution, display, promotion, or exposure of any product or service not intended to raise funds by any on-or off campus- based individual or organization.
2. Individuals and organizations may use University facilities for noncommercial activity when they are in compliance with the following regulations:
  - a. All noncommercial activity must be approved in advance by the Director of Student Leadership and Engagement through submission of non commercial activity form for an individual and groups, and off campus vendors. Permission shall not be granted for the distribution, display, promotion, or exposure of any product or service that conflicts with institutional values of the University of San Francisco or with the values and theological tenets upon which it is founded. Examples of prohibited products include but are not limited to contraceptives-including condoms and pornographic materials.
  - b. Pre-established fees for facility use, equipment rental, and other direct costs must be paid in advance.
  - c. The publicity for the activity must include the name of the sponsoring individual or organization and a specific disclaimer of University sponsorship or endorsement.