FUNDRAISING POLICY

TO ALL STUDENT ORGANIZATIONS/ATHLETIC TEAMS:

Please make note of the following information regarding fundraising.

As stated in the Student Handbook, "Any campus group desiring to sponsor any fundraising activity or solicitation of funds from the campus community or surrounding community must secure approval of the fundraising activity from the Office of the Dean of Student Affairs, Room 102 Long Hall." This regulation includes ALL fundraising activities, whether for an organization's personal use or for a community service project. Additionally, any personal contacts or mailed solicitation of faculty and staff, parents, alumni, or community members must be registered in the Dean's Office and approved by the Development Office.

Please notify all members of your club, organization, or team of this policy so that we may better track fundraisers/concessions and avoid duplication of solicitations by student groups.

To register a fundraiser, a member of your organization or team must fill out a concessions request form through the Office of the Dean of Student Affairs, 102 Long Hall, wool@lycoming.edu. The Dean's office will then check the date requested for conflicting fundraisers and either approve or disapprove the request. Please note that no fundraisers will be advertised through e-mail by Student Programs without prior approval of the fundraiser by the Dean's Office.

Raffles and 50/50 drawings are a popular form of fund raising on campus. According to the regulations governing our Small Games of Chance License, all fundraisers of this type must adhere to the following procedures:
(1) Concession form must stipulate what the winner will receive.
(2) The drawing must take place in the Dean of Student Affairs Office unless otherwise approved.
(3) The Dean of Student Affairs Office is required to keep detailed records of all winners and prizes for small games of chance. Organizations requesting a raffle will be asked to furnish this information when the drawing is held. Any deviation from this procedure will result in loss of privileges to conduct raffles and 50/50 drawings in the future.

If you have any additional questions regarding fundraisers and/or concessions, please feel free to contact my office at ext. 4039.

Sept. 8, 2010

Jean C. Wool
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