



## CAMPUS LIFE

# SALES AND FUNDRAISING

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### SALES, SOLICITATION AND FUNDRAISING POLICY

Saint Martin's University prohibits in any form on-campus sales, solicitation or fundraising activities involving goods and/or services not contracted for or by the University, ASSMU (the University's student government) or ASSMU's officially recognized clubs and organizations. All authorized sales, solicitations and fundraising activities must be pre-approved by the Director of Campus Life (Trautman Union Building; 438-4299) and registered in that office.

**All events seeking approval must fill out a Fundraising Approval Form found in the Office of Campus Life.**

After approval, the vendor must conduct his or her business in the agreed-upon time and location. The vendor must post a sign at the point of sale indicating the sponsoring organization. If the sale, solicitation or fundraising activity is to take place off-campus, the organization's activity may be subject to approval by the University's Director of Institutional Advancement. More specific guidelines for approval are as follows:

- **Auctions.** Auctions are acceptable when they are fundraisers for organizations or charities but not as individual entrepreneurial activities.
- **Charity tie-ins.** Soliciting funds for campus groups by tying them to charity fundraising is not acceptable. For example, a club may not solicit funds giving half to charity and keeping half for their own purpose, even if so advertised.
- **Clinics.** Clinics are acceptable. However, use of facilities must be cleared through appropriate channels.
- **Contracted sales.** Clubs may contract with certain outside vendors for on-campus sales subject to approval. Each club is limited to one contracted sale per year. Sales of insurance, credit cards or telephone calling cards are not permitted.
- **Donations/off-campus fundraising.** Solicitation for direct donations to a club of amounts under \$100 is permitted with approval from the Director of Campus Life. The University and its affiliated organizations (the Saint Martin's Alumni Association) maintain extensive fundraising programs in the South Sound community to support a variety of needs. Therefore, solicitations of \$100 or more to any area businesses must be approved by the Office of Institutional Advancement (5500 Pacific Avenue SE, 360-438-4366).
- **Door prizes.** Door prizes will be approved when attendance is free or fees to attend an event are at a fair price for all that attend. Organizers of the event are not eligible to win.

- **Gambling.** All gambling-type fundraisers such as sports betting pools are unacceptable. Saint Martin's operates in full compliance of the rules and recommendations of the Washington State Gambling Commission. Casino nights, which use play money and give door prizes, are acceptable.
- **Pledge-based fundraising.** Basic bowl-a-thons, jog-a-thons, endurance tests and so forth will be considered. These events must be approved by the Director of Campus Life.
- **Raffles.** In accordance with the Washington State Gambling Commission's policies on unlicensed raffles, organizations must follow certain guidelines. The club or organization must have been organized for at least one year, be able to prove that it has made significant progress toward accomplishing its stated purposes and have at least 15 voting members who elect the governing body. Each organization is allowed to hold one raffle per year on approval, as long as these guidelines are followed:
  1. Receipts do not exceed \$5,000 and the maximum price per ticket is \$5.
  2. All tickets must be sold for the same price and are consecutively numbered.
  3. It is announced at the point of sale whether or not winners must be present to win.
  4. No discounts or free tickets are allowed.
  5. Raffle tickets are sold only by members of the organization.
  6. Alcohol, tobacco, or firearms cannot be awarded as prizes.
  7. Winners are chosen from a standard drawing format and verified by a non-biased party.
  8. A license from the Washington State Gambling Commission is required under any of the following conditions:
    - a. If the organization is having more than one raffle held per year.
    - b. Winners are chosen by an alternative drawing format (for example a duck race or poker run).
    - c. Raffle tickets are sold by someone other than a member of the organization.
    - d. Tickets are sold at a discount to certain groups or individuals.
    - e. The gross revenue will exceed \$5000 in a calendar year.
    - f. The organization wishes to run Bingo or other amusement games.
- **Sales.** Sales of products by Saint Martin's community members, in which no undue pressure to buy is present and in which products are sold at a reasonable price, are acceptable on approval. Candy sales, bake sales or tee-shirt sales are examples. Such sales are acceptable when they are fundraisers for organizations or charities but not as individual entrepreneurial activities.
- **Service projects.** The most desirable fundraisers, and the likeliest to find

approval, are service projects in which community members are paid for services rendered and for which the fee is normal for the service provided. Car washes are an example.