

UC Davis Policy and Procedure Manual

Chapter 270, Properties Use and Extracurricular Activities

Section 16, Fund Raising on University Property

Date: 5/4/04

Supersedes: 6/3/87

Responsible Department: Campus Events and Visitor Services

Source Document: UC Policies Applying to Campus Activities, Organizations, and Students

I. Purpose

This section outlines policy regarding the raising of funds on University property, including fund raising via the Internet.

II. Policy

A. Approvals

1. Registered student organizations and Sports Clubs (see definitions in Section 270-05) are permitted to raise funds on University property with the prior approval of the Student Programs and Activities Center (SPAC), and the Assistant Director--Intercollegiate Athletics for Sports Clubs, within the means and conditions described below. The use of funds raised must be consistent with the organization's purpose.
2. Occasional fund raising on University property by campus interest groups (see definition in Section 270-05) and non-University organizations may be permitted with the prior approval of the Director, Campus Events and Visitor Services (CEVS), provided the funds raised are to be donated to or used by a service, charitable, or educational organization registered with the Internal Revenue Service as a tax-exempt organization (IRS Code, Section 501).
3. Occasional fund raising on University property by constituent organizations, UCD Support Groups, and alumni organizations (see Section 270-05) may be permitted with the prior approval of the vice chancellor responsible for the organization, provided the merchandise to be sold bears a legitimate relationship to the purpose of the organization and such sales do not contain a substantial philanthropic component. In making the latter determination, the responsible vice chancellor shall examine the scope, frequency, location, and targeted market of the proposed sales. Proposed sales with a substantial fund-raising component, as determined by the scope of the planned solicitation and/or the sales price in relationship to the market value of the merchandise, will be coordinated by the Associate Vice Chancellor--Development and are subject to approvals specified in Section 260-20.

B. Means of raising funds

The following means of raising funds may be approved:

1. Collection of donations during meetings/events scheduled by the organization raising funds.

Note: Collection of member dues/fees at a meeting is not considered fund raising for purposes of this policy.

2. Collection of admission charges to scheduled events (e.g., films, dances).

3. Solicitation of donations at tables immediately outside the Campus Unions upon appropriate scheduling with SPAC.
 4. Sales of the following types, at approved events or at tables immediately outside the Campus Unions upon appropriate scheduling with SPAC:
 - a. Noncommercial items related to the purpose of the organization or the scheduled event. (Items such as newspapers and student-produced publications, posters, bumper stickers, and arts and crafts produced by members of the organization are considered noncommercial.)
 - b. Food items, generally limited to pastries baked by members. Food items requiring refrigeration or heating to maintain health and safety are prohibited.
 - c. Items handcrafted by one or more members who are sponsored by the organization as vendors to raise funds.
 - 1) The sponsoring organization must receive at least 5% of the gross income from such sales, and a written agreement signed by the vendor and the organization to this effect shall be presented to the campus office responsible for coordinating the organization's relationship with the University.
 - 2) Sponsorship of a vendor may not exceed seven consecutive days.
 5. For constituent organizations, UCD Support Groups, and alumni organizations, sales of merchandise related to the purpose of the organization when such sales do not contain a substantial fund-raising component. The location will normally be limited to those described in II.B.4, above.
- C. Conditions
1. All activities described shall comply with licensing and tax laws and with applicable University and campus regulations. The approving office is responsible for informing the sponsoring organization of pertinent regulations.
 2. Solicitation of donations in outdoor areas is prohibited, except as noted in II.B, above. (Refer to Section 310-25 for policy governing sale of noncommercial literature.)
 3. Individuals are not permitted to raise or solicit funds on University property, except that student government candidates may solicit funds to participate in student government elections. Such solicitations shall be governed by the provisions of the candidate's student government election code.
 4. An organization shall clearly identify itself when raising funds.
 5. No individual member of an organization may profit from fund raising on campus nor may a member normally be a paid participant in that event. This policy is not intended to prevent legitimate and fair compensation if an individual member contributes to the event through his/her artistic, musical, dramatic, or other similar talent.
- D. Property use fees

Registered campus organizations are charged rental rates that correlate with their fund-raising activities. Refer to Section 270-20 for details on property use fees.

- E. Record keeping by campus organizations
 - 1. Campus organizations using University property to raise funds must keep records showing the uses for which the funds have been or will be spent. These records must be kept current and available for inspection and audit at any time.
 - 2. If a detailed audit is necessary, the organization will be charged with the cost of the detailed audit if the use of funds is inconsistent with the intent of this policy.
 - 3. Additional record-keeping requirements may be imposed by the campus office responsible for coordinating the organization's relationship with the University.

III. Further Information

For further information governing fund raising on University property, contact CEVS, SPAC, or University Relations, specific to II.A, above.

IV. References and Related Policy

- A. Environmental Health & Safety: General Guidelines for Bake Sales (<http://ehs.ucdavis.edu/hs/food/bakesale.cfm>).
- B. UCD Policy & Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
 - 1. Section 260-20, Fund Raising for the University.
 - 2. Section 270-05, Campus Organizations.
 - 3. Section 270-20, Use and Reservation of University Properties and Event Arrangements.
 - 4. Section 270-21, Consumption of Alcoholic Beverages.
 - 5. Section 270-25, Commercial Activities.
 - 6. Section 270-45, Ticket Sales.
 - 7. Section 310-25, Distributing, Posting, and Exhibiting Information and Literature.