

Sales and Fundraising Permit for Student Groups Policies and Procedures

PLEASE READ CAREFULLY

The Board of Regents Policy on “Business Enterprises at the University” provides the opportunity for student organizations to do limited, short-term fundraising in an effort to support their organizations. The following policy gives student groups this opportunity and must be followed to remain in compliance with the Board of Regents and University Policy.

Guidelines:

Failure to meet the following guidelines will result in your application not be reviewed/approved by the Student Activities Office (SAO)

1. All on campus sales or fundraisers, including the solicitation of donations, must be reviewed and approved by the SAO.
2. Applications must be submitted a minimum of 10 business days prior to the sale.
3. Approved sales or fundraisers will receive a permit that must be displayed at the site of the sale.
4. Student groups applying for a permit must be registered with the SAO.
5. The officer filing the application must be an officer as registered with the SAO.
6. Student groups may be given a permit for a **maximum of 3 days per group per semester**.
7. An organization’s privileges of engaging in fundraising activities is subject to immediate cancellation if the methods used are disorderly, improper, obstruct traffic, or if they otherwise interfere with an individual’s rights to privacy and/or freedom from harassment.
8. Proceeds must go back to the student group, no individuals may profit as a result of the fundraiser.
9. Ticket sales need not be approved.
10. **Gambling is illegal in the State of Minnesota without an approved permit. Student groups may not conduct any gambling tournaments or games of chance with or without a permit from the state and may ONLY conduct a raffle with an approved permit from the state. Please see below* for more details on gambling.**
11. Donation jars and or donation solicitation is considered fundraising on campus and does need a permit. Solicitation of donations is also limited to the three day guideline.

Application and Permit Procedures:

1. Reserve space at the Events and Conferences Office in 309 Coffman or 42 St Paul Student Center (for rooms in Coffman, the St Paul Student Center, or Outdoor Space) or at <http://www.classroom.umn.edu> (for classroom space).
2. Meet with an SAO advisor to complete the sales and fundraising application. Walk-in and scheduled appointments are available by calling: 612-626-6919.
3. If approved, a copy of the permit will be available for pick-up in the SAO (126 Coffman Union). The copy of the permit must be posted at the sale or fundraiser.
4. **The student group must save all receipts for expenses incurred as a result of the fundraiser and a deposit slip of the amount received from the fundraiser. The SAO reserves the right to request a financial report from any group should they deem it necessary. Should you be requested to file a financial report, all receipts must be attached. Failure to respond to a request for a financial report will result in loss of all fundraising privileges for the remainder of the academic year and could result in the loss of student group status.**
5. Groups must comply with all University of Minnesota, local, state, and federal policies and guidelines. Failure to comply with these policies and procedures could affect student group status with the SAO. This includes being responsible for any and all taxes associated with your fundraiser.
6. Late requests may be denied.

***Gambling:**

All forms of gambling are illegal in any location within the State of Minnesota without an approved gambling permit. Student groups are not eligible for a gambling permit with the State unless they have applied for and received 501(c) 3 status. The Student Activities Office will not review any sales or fundraising permits with a gambling component that does not have a State of Minnesota gambling permit attached.

Below are acceptable means of moving forward with your event:

1. You may collect donations at an event
2. You may have a drawing for prizes at your event. **You may NOT sell tickets to enter a drawing for prizes.** All prize drawings must be free for all who attend your event. There may be no real or implied cost for participation in your drawing. In events where there is a prize drawing, you may also collect donations or charge admission, however, participation in the drawing cannot be contingent on payment of the donation or admission cost (the two items must remain separate at all times).
3. **Poker tournaments are allowed if there is no cost associated.** No money may exchange hands at any time (no entry fee, no table fee, no fee per person, no personal money). You may play with chips that have no monetary value and participants may win prizes, but participants may not contribute financially to your event in any way.
4. Any questions regarding gambling should be directed to the State of Minnesota Gambling Control Board or the Student Activities Office.

APPLICATION FOR SALES/FUNDRAISING PERMIT

Student Group Information:

1. Name of Student Group: _____
2. Address (Street, City, State, Zip): _____
3. Officer Making Request (name and position): _____
4. Phone number (of primary officer): _____
5. E-mail (of primary officer): _____

Fundraising Information:

1. Description of Sale (items, prices, etc. Feel free to attach additional sheets with detailed information):

2. Requested date(s) of fundraising activity (max: 3 days per group per semester):

3. Requested location of sale:

Has location been reserved/secured? Circle one: Yes or No
4. Estimated net profit:

Terms of Signature:

I, _____, have read the applicable guidelines for sales and fundraising at the University of Minnesota and understand that by signing this application that I am responsible for the conditions as stated in the guidelines (page 1 Sales and Fundraising Application). I understand that it is my responsibility, should our application be approved, to collect the approved permit from the SAO and post it at my event. I also acknowledge that should it be requested I will be responsible for handing in a financial report of all expenditures and monetary gains associated with this fundraiser, including all receipts. I am aware that my group is responsible for determining whether or not we owe any taxes as a result of our fundraiser and if so, that we are responsible for paying them to the appropriate agencies. Finally, I understand that failure to follow University of Minnesota policy or any policies as outlined in the Student Group Handbook, including the violation of local, state, or federal laws, will put the registered status of my group and/or my group's benefits in jeopardy.

Signature of primary/responsible officer Date

To be filled out by the Student Activities Office Only:

_____ Request Approved _____ Request Denied

Additional Permits required: _____ Food Permit _____ Outdoor Space Permit _____ Other

Notes:

Signature: _____ Date: _____
(Director of Student Activities or Director of Student Organizations)