3341-2-14  Fund Raising, Solicitation, and Sales Rules for Student Organizations.

<table>
<thead>
<tr>
<th>Applicability</th>
<th>All University units</th>
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<tbody>
<tr>
<td>Responsible Unit</td>
<td>Office of Campus Activities</td>
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<tr>
<td>Policy Administrator</td>
<td>Associate Dean of Students</td>
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(A) Policy Statement and Purpose

The purpose is to articulate under what circumstances it is permissible for registered student organizations to fund raise as well as under what circumstances anyone may solicit and sell items on campus.

(B) Policy

(1) Jurisdiction (Registered campus organizations)

(a) Campus regulations will permit fund raising by registered student organizations. Registered student organizations may use university facilities without charge to host non-commercial events which raise funds for educational or public service purposes.

(b) Funds raised from the general university population shall be for the non-profit use of the sponsoring individual or organization.

(c) Student organizations shall work with the Office of Campus Activities to keep accurate records of funds raised and spent, available upon request for inspection or audit. If an audit is required, it may be ordered at the organization’s expense.

(d) Subject to special regulations concerning time, place and manner of public expression, a registered student
organization may in outdoor discussion areas and at meetings: sell materials related to the purpose of the organization, collect dues, initiation fees, donations and admissions charges for events. In addition, registered student organizations may solicit funds in announcements, and/or advertisements.

(e) Registered student organizations may conduct raffles in accordance with the laws of the state of Ohio. All 50/50 raffles or those with direct cash payout are prohibited for student organizations.

(f) Registered student organizations may not offer a direct cash or cash-equivalent prizes or payout, including instances of “split-the-pot” and preloaded MasterCard/Visa gift cards.

(g) Registered student organizations are not permitted to coordinate or support the sale or processing of applications for credit cards on campus.

(h) The facility manager may require student organizations to utilize a contract or vendor agreement for outside vendors and receive a percentage of sales, a commission, or a combination of both.

(2) Fund raising by non-university organizations

Any external organization seeking to raise funds for the benefit of an external organization must possess a current tax-exempt certificate from the Internal Revenue Service. Prior approval for fund raising on campus must be obtained in advance by the facility manager. Organizations must keep current accurate records of funds raised and spent. These records must be available upon request for inspection or audit. If an audit is required, it may be ordered at the organization’s expense.

(3) Solicitations and Sales

(a) Solicitation is defined as any activity designed to advertise, promote or sell any product or commercial service or
encourage support for, or membership in, any group, association or organization.

(b) Solicitation in university residences is not permitted. Advertising signs, posters and fliers may not be distributed or posted in university residences unless authorized by the Director of Residence Life or designee.

(c) Individuals and organizations may not solicit on campus without obtaining permission from the facility manager. Individuals who collect applications for commercial purposes are restricted from soliciting said applications on campus. An activity that violates university policies or local, state and/or federal laws is forbidden.

(d) If authorized, solicitations are permitted in university buildings, except for the university Bookstore located within the Bowen-Thompson Student Union, where merchandise is sold under the regulations established by management.

Registered Date: March 12, 2015
Amended Date: September 15, 2016