

# Planning a Fundraiser

## Fundraising Policies

Registered student organizations shall be permitted to hold functions on campus and to charge admission for such functions provided:

- The desired facilities are available and the organizations requesting such facilities complete the proper forms and do so within the designated time prior to the date of proposed use (usually at least 15 days in advance)
- Such organizations pay the designated costs for the facilities used (if applicable)
- The contractual arrangements made by such organizations clearly show that the University is **not** sponsoring the event.

If you would like more information on the university solicitation policy, please refer to the following link:

[http://policy.unt.edu/sites/default/files/untpolicy/10.13\\_Solicitation\\_Policy.pdf](http://policy.unt.edu/sites/default/files/untpolicy/10.13_Solicitation_Policy.pdf)

## **\*\*Spring 2021 Events –**

### **What in-person activities are not allowed?**

At this time, student orgs are not allowed to host in-person events or meetings (whether indoors or outdoors) on- or off-campus. In Spring (date TBD), registered student orgs may submit an Event Application in OrgSync to request an in-person program.

- Programs must be on-campus; off-campus programs are prohibited at all times because we cannot ensure proper safety protocols are monitored and enforced. At this time, fraternities and sororities cannot host programs, including meetings and initiation activities, in their houses.
- Only students and employees may attend student org programs; no off-campus/outside visitors, including guest speakers and vendors, are allowed.
- Restaurant give-backs/fundraisers, if (a) it is an expectation of the restaurant or student org that org members be present, OR (b) if it is dine-in. If student orgs are encouraging members and non-members to dine-in, the activity is not allowed. This activity is allowed as long as the restaurant does not require an organizational presence at the restaurant AND if the student org promotes the fundraiser as a delivery/take-out option only.
- Activities that include someone picking up or delivering/dropping off items (ex., goodie or swag bags, t-shirts), due to the transactional nature of the activity. It is allowed as long as it follows the (1) process, including approval, and conditions as described under "What in-person activities are allowed?" above; and (2) the safety guidelines provided upon approval.

*Anything that appears to be an organization-coordinated in-person activity can be seen as violating university directives, so I would not recommend using organizational channels to communicate activities that bring students together, promote in-person transactions, or go against guidelines unless you are stressing the online aspect. If members are getting together anywhere, especially if not following CDC guidelines and executive orders, if it is seen, it could be sent to Conduct to hold the organization and organization leaders accountable. Further event guidelines can be found here- <https://studentaffairs.unt.edu/student-organizations/manage-your-organization/events>*

## **Fundraising Activities That ARE NOT Allowed**

Below are fundraising activities that are not allowed by the University of North Texas. Implementation of the following activities is subject to be addressed by the Dean of Students Office. However, there are some exceptions, so if your organization is considering either of the following activities, consult with Scheduling Services first.

- Raffles—"Raffle" means the awarding of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize. (Charitable Raffle Enabling Act, 1990).
  - Ex- selling tickets for a chance to win a prize.
- Bake sales—Due to conflict with Verde Catering and the health code, you cannot sponsor any type of bake sales on campus.
- Selling food—the sale of food is not permitted at the university.

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## SGA and GSC Funding

The Student Government Association (SGA) and Graduate Student Council (GSC) have online applications available for registered student organizations who meet criteria in seeking additional funding for events, programs, and service projects. If you would like more information, go the following webpages:

<http://sga.unt.edu/eagles-nest> & <https://tgs.unt.edu/gsc/resources/event-fund>

## Fundraising Ideas

Below are some fundraising ideas that could be fun for your organization and the campus community. Please note that not all of the following are permitted at this time- refer to the Fundraising Policies section at the beginning.

### *Virtual/Socially Distanced-*

- **Candy count**-Request students to donate to guess the number of candy in a jar.
- **Donation Bingo**- Create a donation Bingo chart for members to share on social media to donate.
- **Walk/Skip-a-thon**-Have sponsors pay for the number of laps individuals walk/skip around a track. Encourage them to send in pictures or videos of them completing their activity and share those on social media.
- **Virtual Concerts**- Live stream the performances and ask people to purchase a ticket to view them. Organize behind the scenes meet and greets with the performers – all online of course – for additional donations to your cause.
- **Arrange partial proceeds** with a local restaurant or business to get a percentage of the profit. Make sure the restaurant is not promoted on campus if you are hosting this activity. See the [Restaurant Fundraisers](#) resource found on our Org Money Matters webpage.
- **Virtual Class, Workshop, or Webinar**- does your org have insight to share with others or someone to partner with? Stream it and have people sign-up and pay to attend for a small fee!

### *Other ideas for future use or to convert within event policy-*

- **Dress-down day**- If your org has a dress code, sell passes for members to use as a casual day or partner with a department to see if they would like to participate.
- **Carnivals & game nights** -Host a carnival or game night on campus and have students pay to participate
- **Spelling bee, trivial pursuit, checkers, scrabble**-Have people pay to participate in these games
- **Craft sale**-If you are crafty, sell some of your best work (Ex- holiday ornaments, pottery, etc.)
- **Sports tournaments**-Charge an entry fee
- **Coupon sale**-Sell coupon books to students, faculty, and staff.
- **Balloon Pop**-Fill balloons with prizes, and have students pay a small fee to pop one and get the prize. This may cause a safety concern, so please consult with Scheduling Services and the Student Activities Center if you are considering this activity.
- **Car Wash**-Charge a small fee to wash a car at a local business.
- **Charity Ball**-Host an event to raise money for charity.
- **Calendar Sale**-Sell calendars for the next year
- **Henna Hand Art**-Charge a small fee to decorate participants' hands with art
- **Garage Sale or Clothing Exchange**-Bring items that you would like to sell and exchange them for a small price.
- **Apply for a Grant**-Search for grants in which your organization may be qualified and apply
- **Concession Stand or clean the stadium**-Run a concession stand or clean the stands at a campus or local sporting event

After you determine details of fundraisers you would like to hold on campus, you should communicate them to Student Activities to ensure the details do not violate university policy or local, state, or federal laws, and to discuss risk management. Have you done something that isn't listed? We would love to hear about it!

[Student.Activities@unt.edu](mailto:Student.Activities@unt.edu)