



Canisius College Fund Raiser Policy

All fundraisers to be sponsored by a Canisius College club, organization, club sport or varsity sport must submit a written proposal of the fundraiser to the Office of Campus Programming & Leadership Development. *Any varsity sport intending to hold a fundraiser must first seek prior approval by the Director of Athletics before submitting the proposal to the Office of Campus Programming & Leadership Development.* The proposal must be submitted 30 days prior to the fundraiser and include the following:

1. The name of the sponsoring organization: _____
2. A description of the nature of the fundraiser: _____
3. The date, time and location of the fundraiser: _____
4. The name of at least one member of the sponsoring organization directly responsible for coordinating the fundraiser: _____
5. The name of at least one faculty/staff advisor who will work directly with and advise the fundraiser coordinator: _____
6. A written description of where the proceeds of the fundraiser will be held and how they will be secured:

7. A description of what the proceeds will be used for: _____

8. A list of any proposed prizes to be awarded during the course of the fundraiser, how they will be made available (i.e., purchased or donated), a description of how and where they will be secured and the name of the person directly responsible for securing them. If prizes are donated, the name of the donating organization must be submitted:

9. A copy of the proposed fundraiser ticket should be submitted to the Office of Campus Programming & Leadership Development one week prior to its printing. The fundraiser ticket should include the following:
- a. Name of organization sponsoring the fundraiser.
 - b. Cost or donation for the fundraiser.
 - c. List of prizes to be awarded, if any.
 - d. Rules and regulations of the fundraiser on the back of the ticket or a location of where the rules and regulations are publicly displayed.
 - e. Phone number of a point of contact for the fundraiser.

10. If an outside vendor is being used, the name, address, and phone number of the vendor:

11. If the Student Center is to be used, the proposal must include authorization from a Student Center administrator, and the following guidelines must be adhered to:
- a. Anyone wishing to use the Student Center must first meet with a Student Center staff member to ensure that proper space is available.
 - b. During the fundraiser, a conspicuous sign must be displayed highlighting the sponsoring organization.
 - c. When an outside vendor is used, a certain percentage of sales (to be determined by the sponsoring organization) must be donated to that group. At least one current member of the college organization must be present with the outside vendor during the course of the fundraiser.
 - d. No outside vendors will be permitted on campus without direct sponsorship by a Canisius College organization and a financial agreement between the vendor and the organization.
 - e. Credit card solicitation will not be allowed on campus.