

WesternU Student Organization Fundraising Checklist

The fundraising checklist below is in accordance with the [Student Organization Fundraising Policy](#) and is designed to protect the University's tax exempt status. Students and Student Organizations should work with USA to receive approval for any fundraising activities

University's Tax ID Number: Student clubs/SGA may NOT use the WesternU tax ID number when fundraising for any purpose and should not advertise a tax deduction from the University when soliciting donations.

On-Campus Fundraising:

Determine your plan and e-mail University Student Affairs (USA) for approval.

With approval, Student Clubs/SGA may:

- Collect food, clothing, or other donated items from the campus community that directly benefit the student organization.
- Purchase goods (e.g. boba) for the purpose of reselling those goods as a means of fundraising. All proceeds collected must be deposited into the club/class account within 72 hours.

Off-Campus Fundraising:

Determine your plan and e-mail USA for approval.

USA will contact External Affairs for approval. This is to prevent duplication of fundraising efforts with the same entity. Approval must be received 10 days prior to contact with any business or entity about fundraising.

With approval, Student Clubs/SGA may:

- Conduct off-campus fundraising activities in partnership with local businesses (e.g. "restaurant takeovers").
- Solicit the Campus Community for Outright Gifts that are not **Donor Restricted***.

As a reminder, students and student organizations may not:

- Solicit the campus community for outright gifts to restricted funds.
- Organize a raffle, game of chance, or gambling event **of any kind** for the purpose of fundraising.
- Use third-party payment platforms (e.g. Venmo or GoFundMe) to collect **outright gifts**** of any kind.
- Carry out any fundraising activities without the explicit written approval of USA and, when required as indicated above, External Affairs.
- Use the University's federal tax ID number for any purpose without prior written approval from the University's legal counsel, finance office, and External Affairs. In general, this number is only provided via formal gift receipts sent by Gift Administration and Data Integrity (GADI) when the University accepts and processes a tax-deductible donation.

*Donor Restricted: Donations given to a nonprofit with specific instructions or limitations on how the money can be used.

**A voluntary and irrevocable transfer of cash, publicly traded securities, non-liquid business interests, real estate or tangible personal property without the exception of, or receipt of, direct economic benefit.

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