

**UMD Registered Student Organization
Fund-Raising Procedure & Policies**

For Office Use Only:
Initial: _____
Date: _____

Procedure

1. Reserve a table and an optional cashbox for the fund-raiser with the Student Activities Secretary (Laura Young) in the Student Activities Office (115 KSC).
2. Complete the fund-raiser application and submit it to the Student Activities Secretary a minimum of five (5) working days prior to your fundraiser. Approval of the fund-raiser is subject to type of fund-raiser, copyright permission [if required], and approval of food permit [if required].
3. The bottom of the fund-raiser application will be returned to your organization mailbox indicating final approval of the fund-raiser. The cashbox may be picked up at the Kirby Information Desk on the day of your fund-raiser.

Policies

- Every student organization is allowed six (6) fund-raisers per year and no more than three (3) per semester. Each fund-raiser shall last for a maximum of three (3) days. Two consecutive fund-raisers shall last for a maximum of five (5) days.
- Hall space is limited to one table per location. Tables are available for use Monday – Friday, 9am – 3pm. If your organization or outside vendor requires more than one table for the fund-raiser, please check with the Student Activities Secretary in the Student Activities Office (115 KSC).
- An identifying sign at least 8.5" x 11" must be at the table indicating the sponsoring student organization.
- Items for sale that include a graphic, logo or art design (mugs, t-shirts, caps, etc.) must contain only original art work. Please meet with one of the Student Activities Staff to ensure copyright laws are followed. Bring a copy of the design in when you meet with the Staff. The Bulldog logo is copy written and permission to use it must be obtained through Trademark Licensing (John Brostrom) in the Auxiliary Services Office (245 KPlz).
- A food permit/wavier must be completed and signed off by the designated authority if your fund-raiser involves any food not obtained from UMD. Please see the Student Activities Secretary in 115 KSC to obtain this form.
- **At least one student representative from the sponsoring student organization MUST be present at the table at all times when the organization has contracted with an outside vendor.**
- Student organizations are responsible for all activity at their table, regardless of the presence of outside vendors. A courteous and professional attitude is to be maintained. There is to be no “hawking” or aggressive sales techniques used. Noise level, including video and music, is to be kept to a minimum.
- All table personnel, including outside craft vendors, are to remain behind the table at all times and shall not verbally or physically impede traffic flow. **Standing in the hallway and handing out flyers is NOT permitted.**
- The fund-raising application must be signed by an authorized representative of the outside vendor when one is contracted with by the student organization.
- Failure to follow the above guidelines will result in the loss of future fund-raising privileges in Kirby Student Center. See the Student Activities Guide for a complete list of guidelines and policies.

Your signature below indicates that you and your organization have been informed about the Fundraising Procedure and Policies and agree to follow these policies.

Name of Organization: _____

Signature of Officer: _____ Date: _____