

FUND-RAISING GUIDELINES

Student clubs and organizations may sell merchandise to raise money for their club or organization. Student clubs and organizations must receive approval from the Office of Student Life to sell or distribute the item(s). If applicable, the design (i.e. t-shirts) must be approved by the Office of Student Life.

1. The Office of Student Life should have at least a week's prior approval of all fund raising events.
2. After the event is over, please report to the Office of Student Life in writing, by phone or in person, the amount of money your group actually raised from the event. This is due (1) week following your fundraising event.
3. All events or sales held within an organization (or not sold to outsiders) do not have to be reported.
4. Any club or organization must receive special permission to use the name of the University of Montevallo and/or the University Seal on any product to be distributed or sold.
5. The University of Montevallo name and/or Seal are strictly limited to use by University clubs and organizations.
6. If the sale of an item corresponds with a campus event, please ask for approval from the Office of Student Life as soon as possible to avoid duplication of items to be sold.
7. Must not interfere with any other University function.
8. No two events of the same nature, may take place at the same time. Fundraisers are limited to three per semester, per organization.
9. Fundraisers are approved on a first come, first serve basis.
10. All items to be sold or distributed must reflect good taste and not degrade individuals or groups and not detract from the mission of the University.
11. All items to be sold or distributed may not include any information which displays or promotes the use of alcohol or other drugs.
12. Be very careful with the wording of fund raising events like "raffles". Raffles and/or events of chance can be considered "gambling", and this is not allowed on campus. Use the term "donation" when doing these type of events.
13. Failure to adhere to this policy will result in disciplinary action and possible legal action being taken against the student(s) involved.