

# University of Wisconsin – Whitewater

## Fundraising Policy For Recognized Student Organizations and Student Committees

This policy statement is developed to further outline UC-Student Activities & Involvement's role in relation to the *University Policy on Sales and Solicitation*.

### Sales during COVID-19

During concerns of safety due to COVID-19, the following guidelines are to be followed, superseding related policy statements below:

- Sales of homemade baked goods or candy are allowed if individually packaged for sale; sales of individually packaged, store-bought baked goods and candy are also allowed
- Pre-sale of food items (ordered in advance, delivered to customers at a later date) will only be approved if the food items are provided in separately packaged orders.

### Sales Conducted by Student Organizations, Committees, & Groups:

All recognized student organizations, student committees and student groups affiliated with academic credit may solicit financial support and/or sell items as a project of that organization subject to the following regulations:

1. All sales and fundraising must comply with the UW-Whitewater *Policy for Campus Sales and Solicitation*. See <http://www.uww.edu/policies/campus-sales-and-solicitation> for the complete policy
2. **Sales/fundraising in the University Center, Esker and Drumlin Halls**, must be conducted at Hallway Tables and must conform to the regulations for use of Hallway Tables. See University Center Student Activities & Involvement , UC 146, for Hallway Table Policy. See University Center Reservations, UC 253, to request use of hallway tables.
3. **Sales/fundraising at Athletic venues** must be conducted in accordance with the *University of Wisconsin – Whitewater Fundraising and Tabling Policy for Athletic Venues*. See Student Activities & Involvement , UC 146, for the Fundraising and Tabling Policy for Athletic Venues. See the University Athletic Department, WC 112, to request use of athletic venue space for fundraisers.
4. **Sales conducted by private vendors** must comply with the University Center's Hallway Table Policy, which apply to the use of Hallway Tables in the University Center, Esker and Drumlin Halls. The sale of items by private vendors in all other University buildings and grounds is subject to the approval of the appropriate building and grounds supervisor. **Private vendors are ineligible for reservations of fundraising or informational tables at athletic venues.**
5. All sales/fundraising to be conducted on campus must be registered with and approved prior to the sale. Approval forms are available through [uww.edu/connect](http://uww.edu/connect) or <https://uww.presence.io/form/fundraising-approval-form>.
6. The determination of appropriate items for sale shall be overseen by Student Activities & Involvement staff. However, as a general guideline the following applies:
  - a. With the exception of the sale of baked goods and candy (see "b"), no other food preparation/sales will be permitted. This is in accordance with the University Food Service Contract.\*

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b. "Homemade" baked goods (no store purchased) and candy sales will be permitted.\*

c. With the exception of baked goods and candy ("b" above), no other items allowed for sale should be in competition with items sold by the University. Various clothing items or other Warhawk memorabilia may be in conflict with items for sale at the University Bookstore. Student Activities & Involvement staff shall consult with the Director of the University Bookstore regarding items of this type. If an item is found to be in conflict with Bookstore sales, permission for the sale of the items will not be granted in the UC and/or Esker and Drumlin Halls. It is important for organizations to obtain permission prior to the purchase of product.

d. Items using UW-Whitewater trademarks must conform to the University Licensing Guidelines and have prior approval for use of trademarked words and images.

e. Raffle tickets are appropriate items for sale provided the sponsoring organization has obtained a Raffle License from the State of Wisconsin, or the sponsoring organization has permission to use the University's Raffle License. For information about how to obtain a Raffle License see Student Activities & Involvement, UC 146. Requesting use of the University Raffle License can be done through the form found at <https://uww.presence.io/form/raffle-license-use-request>.

f. Sales and donations for services and special projects (i.e. Jail 'n Bail, ...A-thons, Haircutting, etc.) are appropriate sales.

g. Tickets for events sponsored by recognized student organizations and committees are appropriate sales.

h. Sales of items promoting or implying the irresponsible use of alcohol, or implying discrimination regarding race, color, gender, creed, religion, age, ancestry, national origin, disability, sexual orientation, pregnancy, political affiliation, marital or parental status, Vietnam-era veteran status, or arrest and conviction record of any kind, are inappropriate and will not be allowed.

i. Credit Card solicitation/sign ups are prohibited in the University Center, Esker and Drumlin Halls (approved by University Center Board in March 1995).

7. Groups delinquent in the payment of applicable room, food or service charges will be denied the use of facilities and services until such time as all past due accounts are paid. Student organizations delinquent in these payments further risk their recognized organization status with the University.

8. Sales conducted in association with an event (i.e. book sales at a campus lecture, event t-shirt sales, and other fundraising that occurs related to an event) are permitted, but must occur within the event facility and during the times of the event. Questions regarding this policy should be directed to staff in Student Activities & Involvement, UC 146.

**\*Those rules marked with \* vary somewhat when fundraising at an athletic venue. Please see the *Fundraising and Tabling Policy for Athletic Venues* for details.**

Source: Student Activities & Involvement

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