



## CLUB/ORGANIZATION FUNDRAISING REQUIREMENTS

### ELIGIBILITY

Any NDSCS official student club in good standing may apply to raise funds.

### AUTHORIZATION

1. No student fundraising activity may take place without prior Student Senate approval.
2. Fundraising petitions are approved on a first-come first-serve basis.
3. All petitions must be completed in full and submitted at least two-weeks prior to starting the fundraising activity.
4. The Student Senate will approve or deny all club and/or organization fundraising requests.
5. The Student Senate may determine a time limit, prices of items/services to be sold and priority of conflicting fundraising applications, if necessary.
6. All financial obligations are the responsibility of the club.

Examples of approved projects are:

- Sale of merchandise
- Sale of services
- Raffles

### LOCATION

1. All student fundraising (except certain designated off-campus projects) must be conducted from an approved area and must be shared on your Fundraising application.
2. The club is responsible for reserving space in the Lobby of the Hektner Student Center with the Department of Student Life or the Front Desk at NDSCS Fargo prior to contacting Student Senate.

### RESTRICTIONS

1. No soliciting is allowed outside the designated locations, but services contracted within the location may be performed outside. Absolutely no off-campus soliciting is permitted, door-to-door business, locally or any other place. A club found in violation is immediately suspended until further notice.
2. Only activities which provide a direct benefit to the students, such as merchandise, services, or entertainment will be approved.

### RAFFLE REQUIREMENTS

1. Any organization or group of people who want to hold a gaming fundraiser (such as a raffle or poker event) need to apply to the city or county for a [Local Permit](#).
2. All permits are one-time use and a minimal fee is assessed per the city, county or state depending on the type of raffle.

3. If club members are eligible to win, a non-member must complete the drawing
4. Names of winners and prizes must be published in an all-student email within two weeks of the drawing
  - a. Send the email to [NDSCS-ALL-STUDENTS@LISTSERV.NODAK.EDU](mailto:NDSCS-ALL-STUDENTS@LISTSERV.NODAK.EDU)
5. Any fundraising efforts that result in a single prize (one recipient of the prize) exceeding \$599 must obtain a permit from the city **AND** the State of North Dakota and follow the regulation provided by the North Dakota Attorney General, due to tax implications and auditing requirements. For a complete list of regulations from the North Dakota Attorney General, click [here](#).

**All raffle tickets and promotional posters, with the exception of double admission tickets, must contain:**

1. Name of organization
2. Ticket number
3. Permit number
4. Price of the ticket
5. Prize(s)
6. Licensing authority (Attorney General's office or local city or county) and license number
7. Statement that the person is or is not required to be present to win
8. Date and time of the drawing
9. Location and street address of the drawing
10. A statement that the ticket is not a charitable donation
11. If applicable, the ticket must also disclose whether sales are restricted to persons of a minimum age, whether prizes require a title transfer, and whether the winning player is or is not liable for sales or use tax on the prize

**DEPOSIT PROCEDURE**

1. For clubs and organizations whose funds are on-campus, please note, the Business Affairs Office has a specific fundraising deposit procedure that **MUST** be followed.
  - a. [Departmental Deposit Procedure](#)

**EVALUATION**

1. A fundraising report must be completed and returned to the Student Senate within two-weeks after each fundraising event. New petitions will not be issued to organizations whose report of a previous project is not on file.
2. Clubs who are found in violation of these requirements shall incur immediate suspension of charter and shall be officially notified. The Student Senate will conduct a hearing which could result in temporary or permanent loss of charter as well as loss of campus privileges, such as eligibility of funding, college use, campus meeting sites, homecoming allocation, inter-collegiate associations, advisor, fundraising activities, or other as specified at the time of the hearing. The faculty or staff advisor will be notified that a hearing is being conducted and will be notified of any actions that are taken.