

FUND RAISING

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Policies

It is the responsibility of the members of student organizations to know and abide by all University policies pertaining to fund raising. Registered student organizations are generally limited to one fund raising event per semester for the organization's operational expenses. Additional fund raising events, such as charitable events, will be considered on a case-by-case basis. A *Fund Raising Approval Form* and *Event Approval Form* must be submitted to the CSLI office (or Greek Affairs Office for Greek Organizations), whether the event will be held on or off campus.

1. All registered student organizations wishing to hold a fund raising event must have approval from their president, faculty/staff advisor, and the Office of the Dean of Students. It may be necessary for organizations to have additional approval from departmental deans or directors.
2. Fund raising is defined as any event, program, or activity in which money or items are collected such as donations, ticket sales, sale of items or collection of canned goods. Gaining monetary compensation by providing a service to LSU such as working with stadium clean-up or staffing for Tiger Card production are not considered fund raising activities.
3. Fund raising events may not disrupt or impair the normal operation of the University. LSU reserves the right to determine the time, place, and manner of fund raising. As a matter of operational policy, LSU has restricted fund raising on campus to exclude the main quadrangle, academic buildings, Tiger Stadium, and their environs. Some buildings such as the LSU Union and the Agricultural Center have additional policies governing fund raising activities.
4. Fund raising on campus by student organizations is prohibited on the day of home football games.
5. Raffles, poker tournaments, lotteries, and similar games of chance are considered to be gambling. Illegal gambling is prohibited by state law and by the *Code of Student Conduct*.
6. Registered student organizations may be subject to a 4.0% state sales tax and 5.0% city sales tax. The financial statement must be completed and filed with the Office of the Dean of Students within ten days after each fund raising event.
7. Student organizations are not permitted to sell food as a fund raising activity.
8. Student Organizations may not engage in fund raising activities in which the student organization merely serves as the agent of a non-LSU entity to sell its products or provide services for it.
9. No student organization may promote or sell alcoholic beverages. Alcoholic beverages may not be served at any fund raising activity.
10. The use of University facilities by registered student organizations must be at no direct cost to LSU. Registered student organizations must reimburse the University for the cost of facilities, janitorial services, and direct costs incurred to LSU by making the facility available for the student-sponsored fund raising event. Dependent upon the policies of the campus facility in use, the University reserves the right to assess charges for facilities when an admission fee is charged to participants of an event. However, if student organizations charge an admission fee to cover the cost of the event, they must donate any proceeds to a charitable organization if profits exceed the cost.
11. Student organizations may not use the LSU logo or other indicia without prior approval from the Office of the Vice Chancellor for Finance & Administrative Services. This approval includes, but is not limited to, T-shirts, hats, and calendars.

NOTE: This policy applies only to registered student organizations on the LSU campus. Non-University affiliated organizations and organizations not registered by the University are covered under a separate set of policies which can be obtained through the Office of the Vice Chancellor for Finance and Administrative Services in 330 T. Boyd Hall.

