

FUND RAISING AND SOLICITATION POLICIES

Please see the Student Group Manual for information about fund raising at VLS:

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FUND RAISING POLICY

Raising money is always an important issue for student organizations. Many student organizations collect dues or have fund raisers to support their activities. Fund raisers range from simple (e.g., car washes and bake sales) to sophisticated (e.g., raffle and soliciting local businesses). In addition, the Student Bar Association funds dozens of student organizations each year, providing annual operating budgets, and special activity funds.

When embarking on fund raising projects here are your options:

I. Raising money on campus (use Student Organization Event Form available in the Dean's Office)

A. Examples:

- 1) Bake sales
- 2) Selling merchandise (flowers, doughnuts, candy, etc.)
- 3) Selling services (housekeeping, yard work, car washes)
- 4) Rummage sales
- 5) Raffles
- 6) Events where admission is charged
- 7) Selling concessions at events
- 8) Auctions—on or off campus—must be held at least two weeks apart and must be approved by the Associate Dean for Student Affairs and Diversity

II. Off-campus fund raising

Must be approved by the Associate Dean for Student Affairs and Diversity.

III. Requesting funds from the Student Bar Association

A. Examples:

- 1) SBA operational budgets
- 2) Special activity funds

IV. Collecting dues from members

V. Cosponsoring programs with other organizations is another option. Look for VLS departments or other student organizations with a similar mission and pool resources to cosponsor events.

VI. Once funds have been raised, Student Organizations should have an off-campus account to ensure proper handling of funds or discuss with the Business Office about deposits as restricted funds. See Off-Campus Accounts below.

VII. After a student group has held an auction, the group treasurer has 5 days to deposit these funds into the off-campus account or with the Business Office. The treasurer must also give an accounting of these funds to the Comptroller of the Law School.

Off-Campus Accounts

Student organizations are allowed to maintain off-campus checking accounts (except Administrative appointed committees or organizations). Organizations must be recognized by the SBA in order to open an account using Vermont Law School's tax-exempt number (which can be obtained by contacting the Business Office.) Student organizations should have two signatures required on all withdrawals of organizational funds, one of which must be the Student Group's Faculty Advisor. The VLS Comptroller also has the option of being listed as an authorized signature. These signatures must be kept updated at the bank as officer's change. Student organizations should use their student organization mailbox located in the Chase Center as the

address for bank statements.

Funding through the Student Bar Association

There are two sources of funding from the Student Bar Association: annual operational budgets and special activity funds.

Operational Budgets

Operational budgets may be allotted to organizations to help supplement costs that were not met through fund raising. The SBA holds budget hearings near the beginning of each academic semester. Check your email for times and locations of meetings.

- 1) The Student Bar Association uses the following guidelines to determine if an organization is eligible for an operational budget and/or special activity funds.
 - a. Current and new student organizations must be properly recognized by the Student Bar Association may apply for an operational budget.
 - b. Funded organizations must have an open membership, whereby any enrolled student may be a member without a selection policy or process.
 - c. SBA shall not fund any activities, events, or organizations that do not adhere to VLS policies or procedures as stated in the Code of Conduct.

Financial Records

All student organizations must keep accurate records of revenues and expenses. At the end of the Spring Semester, all student groups must complete the Annual Financial Summary form to the Associate Dean for Student Affairs and Diversity. Revenue include all fund raising, donations, membership fees, SBA funding, funds from external sources such as national sponsors, and VLS funding such as the Associate Dean for Student Affairs and Diversity funding. Expenses include speaker fees, travel expenses, conference materials, food and alcohol, and supplies for fund raising purposes.

SOLICITATION POLICY

The primary concern of Vermont Law School is the fostering of education and study. As one aspect of that process, Vermont Law School encourages participation by students, faculty and staff in matters of public interest. This policy exists with three objectives in mind. The first is to allow Vermont Law School to continue its normal educational functions without undue interruptions. The second is to enable candidates, political parties and interest groups equitable and reasonable opportunity to solicit on campus. The third is to protect the individual rights of Vermont Law School community members, such as rights of privacy and personal security. Solicitation means the sale or offer for sale or sales promotion of any property or service and/or receipt of or request for any gift or contribution. It is with these considerations in mind that Vermont Law School promulgates the following policy.

Statement of Policy

- 1) Location of solicitation:
 - a. Public areas - Public areas are those areas generally open to the public, which do not serve a specified educational, administrative, research, health, and campus dining, athletic, or recreational purpose. Examples of public areas include outdoor walkways and building entryways and lobbies. Public areas are open to all forms of non-commercial solicitation during the normal operating hours of the Law School, all persons or organization who wish to engage in non-commercial solicitation are nonetheless required to follow the approval process outlined below.
- 2) Solicitation must be conducted in a way:
 - a. That will not disturb or interfere with the regular academic or institutional program being conducted on the campus.
 - b. That will not interfere with the free and unimpeded flow of pedestrian or vehicular traffic or

- sidewalks, street, or entrances to the campus buildings or common areas of campus buildings.
- c. That will not harass, embarrass, or intimidate the person or persons being solicited.
 - d. Charitable fund-raising campaigns conducted on campus by individuals, student organizations or non-student campus groups must be approved by the Associate Dean for Student Affairs and the Vice President of Institutional Advancement.
 - e. Student organizations may solicit local vendors or merchants for donations only with prior approval from both the Associate Dean for Student Affairs and the Vice President of Institutional Advancement. Students should make it known that they are only representing their respective group and are not acting in any official capacity for Vermont Law School.
 - f. Student organizations and affiliated groups may solicit on campus only with the written approval of the Associate Dean for Student Affairs. A properly completed Event Form must be submitted in advance ([K:\Students\Event Planning](#)). Approval will be granted under the following conditions.
 1. The primary purpose of such sales will be to raise money for the benefit of the campus group or for charitable cause.
 2. All solicitation must be conducted by and only by members of the affiliated group.
 3. Outside vendors are not permitted to conduct solicitation on behalf of student organizations. Solicitation must be conducted in space approved by the Associate Dean for Student Affairs. Other areas may be designated in special circumstances as determined by the Associate Dean for Student Affairs.
 4. Activities authorized by the VLS administration involving the sale of goods or services including but not limited to activities of VLS.
 5. Bookstore personnel and representatives of education-supply firms are exempt from this policy.
 6. Room Reservation Event forms and compliance agreement can be picked up in the Dean's Office. Students are responsible for obtaining required signatures.
 - g. Students and student organizations may not solicit VLS Alumni, although the Law School has supporters who may be interested in funding other VLS activities on campus. For more information contact the Vice President for Institutional Advancement.
- 3) Raffle Guidelines: It is lawful for tax-exempt organizations to conduct raffles in accordance with, but not limited to, the following regulations:
- a. A raffle is a lottery in which a prize is won by a random drawing of the name or number of one or more persons purchasing chances.
 - b. Most clubs and organizations operating under the auspices of VLS must claim tax-exempt status. The maximum cash prize for a raffle is \$10,000. There is a \$50,000 limit on the values of merchandise that may be offered.
 - c. No alcoholic beverages may be raffled.
 - d. An organization may sponsor only two raffles per year. (Exceptions are granted by the Associate Dean for Student Affairs).
 - e. Proceeds derived from the raffle may be expanded door prizes and operation of the raffle and religious, charitable, scientific, literary, and educational purposes.
- 4) Appeals Procedure:
- a. The student organization or group aggrieved by a decision covered by this section of the code is entitled to appeal to the President and Dean's Office by written notice on or before the fifth class day after the decision is announced. The notice shall contain in the student's or organizations' name and mailing address, a concise description of the complaint, the reason for disagreement with the decision, and the date the decision was announced.
 - b. When notice of the appeal is received, the President and Dean shall delegate responsibility for

hearing that appeal. The delegate shall provide the student organization with an opportunity for a hearing and the person or organization shall be notified at least one day before the date of the hearing.

- c. Decisions made by the President and Dean are final with no appeal.