

2011-2012 EASTERN OREGON UNIVERSITY STUDENT ORGANIZATION EVENT REGISTRATION FORM

Name of Organization _____

Event Coordinator _____

Address _____ City _____ State _____ Zip _____

Day Phone _____ Night Phone _____

Name of Advisor to Organization _____

Dates of Event _____ Location _____

Campus Account Number _____ Account Balance _____

Please fill out this form completely. Direct your questions to the Center for Student Involvement. Remember, a question asked in the beginning may save the trouble of having to re-do the form. Use additional pages if necessary.

1. Purpose of event: (who will it benefit and how)

2. Will funds be raised? If so, please explain:

3. Are you working with an outside vendor?

Name of vendor _____

Attach a copy of the vendor contract.

4. Itemized event summary must be submitted to the Center for Student Involvement within 14 days of the end of your event.

_____ Date _____
 Organization Officer

_____ Date _____ Approved _____ Denied _____
 Organization Advisor

_____ Date _____ Approved _____ Denied _____
 C.S.I. Program Coordinator

_____ Date _____ Approved _____ Denied _____
 Public Services Librarian (for films/movies)

_____ Date _____ Approved _____ Denied _____
 Director of Food Service (for food sales only)

_____ Date _____ Approved _____ Denied _____
 Event Manager of facility where raffle ticket sales will take place

(refer to the Student Organization Handbook on Fundraising, Chapter 3)

FUNDRAISING GUIDELINES

1. Event registration forms, to be submitted by recognized student organizations, should be completed and on file in the Center for Student Involvement four weeks prior to the event to insure enough time to evaluate the request and to adequately plan and organize the event.
2. If an event is conducted with an outside vendor and they are to be compensated for services they provide (i.e. concert, lecture, etc.), a Personal Service Agreement (PSA) **must** be attached to the Fundraising Request Form. PSA's can be obtained in the Center for Student Involvement. Only the Dean of Administration or their designee can sign contracts for the institution. Such contracts must cover the responsibilities of each party, prices of items to be sold, and the percentage of proceeds to each party.
3. An itemized revenue/expense projection must be submitted with the Authorization to Conduct Fundraising application.
4. The Center for Student Involvement Program Coordinator must approve all fundraising activities by student clubs and organizations.
5. Special events that include food sales must be approved by the Center for Student Involvement Program Coordinator as well as the Director of Food Service (there should be consultation between the club and both of these positions).
6. If a group wishes to sell raffle tickets in a "public space" adjacent to another groups event (i.e., in the lobby of Quinn during a basketball game or the lobby of Loso during a symphony), the event manager for that event must be informed that these activities will be taking place. The group selling the raffle tickets must then reserve space, tables and chairs in the normal way through Facility Scheduling.
If a group wishes to sell raffle tickets inside the "reserved event space" (i.e. in the stands during a basketball game or inside McKenzie Theatre during a symphony) the event manager for that event must approve the activity within their "reserved event space." They need to sign-off on the Event Registration form, acknowledging that they have approved the raffle activity to take place inside their "reserved event space."
Please see separate guidelines for raffles and pari-mutuels. More information is available in the Center for Student Involvement.
7. An itemized revenue/expense statement must be submitted to the Center for Student Involvement within 14 days after the event.
8. All profits must be deposited (on the first working day after the event) into the campus club or organization account.
9. Clubs and organizations that fail to abide by the above procedures will lose college fund-raising privileges.
10. Please see separate guidelines for raffles. More information is available in the Center for Student Involvement.

Eastern Oregon University has adopted the following guidelines to be used by clubs when asking community support for their fund-raising events. The Student Affairs Committee may approve solicitation of goods or services by student clubs and organizations either on or off the campus only if:

1. Donations are in exchange for goods or services provided by the club or organization (e.g. car washes, bake sales, raffles)

or
2. Donations are for the direct support of an event or services offered by the club or organization open to participation by the entire campus community (e.g. Game Night, Speel-Ya Pow Wow). Clubs or organizations may also assist recognized charitable non-profit groups in solicitation activities (e.g. March of Dimes, UNICEF, Red Cross) subject to the approval of the Student Affairs Committee.

FUNDRAISING GUIDELINES FOR SFC SUPPORTED CLUBS

Background:

Currently there are several campus organizations that have been formed to act as “support organizations” to Student Fee funded units. The “support” given has been fundraising activities (raffles, skill camps, community work projects, pledge-athons, etc.), individuals to work events and donate the money earned to the “supported organization,” and organizing events (performances/shows, spirit buses, etc.) that promote the units’ activities.

Concerns have been raised that these organizations are augmenting the budgets of Student Fee funded units.

Purpose:

This policy is intended to clarify the scope of operation and relationship of these “support organizations” to the Student Fee funded units they support.

The Policy:

This policy is intended to allow Student Fee funded organizations to raise funds in a manner that follow established Student Fee policies or campus fundraising guidelines. Campus organizations may raise funds to support Student Fee funded units. The following restrictions will apply to these activities:

1. No funds from Student Fee funded units can be used for the fundraising activities;
2. Funds raised cannot be used for items or services funded through the Student Fee budget. Before any purchases are made, the Student Fee unit director must be consulted about the purchase to insure that it is not a line item within that unit’s Student Fee budget;
3. In the case of a performance/event the support organization will coordinate the activities with the person responsible for the oversight of the Student Fee unit.
4. Support organizations cannot go to the student senate and request any club dollars;
5. All normal campus fundraising guidelines must be followed.