

Fundraising

Fundraising Registration Form

If you are interested in having a Fundraiser, please review the following policies regarding fundraisers. Once you have reviewed the information below, please submit your request to <http://bit.ly/SGAfundraising>. Please submit your request at least two weeks prior to your fundraiser. It will take about five business days for approval, possibly longer if other offices are involved or if additional information is required. Please e-mail involvement@snhu.edu with any questions.

Fundraising Policies

- All fundraisers sponsored by student clubs and organizations must be approved by the Office of Student Involvement.
- Conducting a fundraising activity on campus requires a table reservation through Conference and Event Services (25Live) or coordination with Steph Stehl to book space in Athletics.
- No door-to-door sales allowed on campus, unless approved by Residence Life and the Office of Student Involvement.
- Fundraising activities during athletic competitions must be approved by Athletics.
- Fundraising activities involving food must be approved by Dining Services.
- If a fundraiser is in conflict with the institution's fundraising activities or competes with a contract agreement with an institution vendor, there are grounds for denial.
- No club, organization, department or sports team may use the university name, logo or other department logos on any promotional items, which will be sold for profit, without first receiving approval from the Executive Director of the Student Government Association (Director of Student Involvement), who will coordinate the approval with the appropriate area(s). This includes items such as t-shirts, hats, mugs, glasses, etc.
- If money is being collected, a money bag is required to be signed out by the SGA Business Analyst.

SGA Service/Philanthropy Guidelines

The following situations are permitted for SGA recognized clubs and organizations who have service or philanthropy explicitly included in their mission, purpose or constitution. Please e-mail involvement@snhu.edu if you have a specific scenario that is not found below.

- If a group is purchasing supplies that will be donated to a non-profit *and* will be used as part of a club-related event where club members will take an active role in compiling, organizing, or preparing said supplies for donation. The supplies must be associated with an event or program and must contribute to a student experience.
- If the group is volunteering at an event where food supplies will be prepared, compiled or organized for donation, they may pay a fee to cover said food. There must be an active volunteering or participation component in order for this to be permitted.
- Clubs can use funds to host an event on campus where people have the opportunity to make donations directly to a non-profit, i.e Boys and Girls Club, then they could take the donations as long as checks were made out to the Boys and Girls Club directly, not SGA or the club name.

The following situations are only permitted when using funds from a Liability Account, meaning that these cannot be executed using SGA allocated funds:

- A group may use their Liability Account to hold funds raised through fundraising, selling goods, holding a ticketed event (which is not hosted using SGA funds), etc, and then write a check to a non-profit organization.
- Purchasing supplies and donating them directly to a non-profit.
- Writing a check directly to donate to a non-profit.
- Purchasing supplies for the express purpose of fundraising.