

Fundraising in Residence Policy

Effective:

Last Updated: 05/19/2017

PREAMBLE

In consideration of the fact that multiple fundraising activities taking place in Residence can be financially burdening to residents, this policy aims to curtail some possible issues with regard to fundraising in Residence.

POLICY

Individual Fundraising

Only students living in residence are allowed to engage in individual fundraising activities within their own building. Such fundraising (e.g. collecting sponsors for a charity, collecting donations for an ASB trip, etc.) activities are subject to the following guidelines:

- Residents must receive permission from their Residence Manager and respective Council before engaging in individual fundraising. Managers will ensure that fundraising activities are legitimate (i.e. officially sanctioned by a community organization or charity), and that processes are in place for students to be held accountable for funds being raised;
- Fundraising activities must be officially sanctioned and tracked by the community organization or charity for which funds are being collected;
- Tables can be set up in areas approved by the Residence Manager only;
- Door-to-door fundraising is not permitted;
- Individuals cannot approach other residents for money in common areas (e.g. main lounge, Dining Hall, lobby, etc.);
- Anything food related (i.e. #lunchbag) must be approved by Hospitality Services. For example, bake sales are not a suitable fundraiser in Residence, as it is in direct competition with the operation of Hospitality Services.
- We recognize that informal fundraising might happen from time-to-time (i.e. Movember). Residents may casually ask their own community members to contribute over dinner, at a floor meeting, sitting in the hall, etc. We ask that residents only approach individuals they know from their own floors and unit.

Requests that fall outside of these guidelines should be directed to the Assistant Director of Residence Life.

Fundraising on Behalf of a Group

External groups are not permitted to engage in fundraising activities in residence buildings; however, students living in residence may fundraise within their own building on behalf of a campus group, subject to the following guidelines:

- Groups must receive permission from, or be invited by, the appropriate Residents' Council before engaging in fundraising activities;
- Groups must follow the guidelines for individual fundraising as listed above.

Residence Staff Fundraising

Each Residence Staff may run one fundraising activity or event/program where funds collected will be donated to charity per academic year. Only one fundraising activity will be counted toward their annual Community Development Model requirements. Staff should receive permission from the Residence Manager prior to organizing any aspect of the event, and follow the guidelines listed above.

PROCEDURE

All questions regarding fundraising in Residence can be forwarded to the Residence Manager.

All questions regarding the **Fundraising in Residence Policy** can be forwarded to the Programming Coordinator in the Office of Residence Education and Programs.

All Council members will ensure that:

- Residents take a leading role in coordinating the fundraising activity;
- The fundraising activity demonstrates that it meets the needs of students in residence and/or benefits the residence community in a positive way.

Campus-wide Fundraising

Any student leader who wishes to organize a campus-wide fundraising event or program should first contact the Residence Manager (RM), who will review the event with the RLMT, to ensure that the activity/program does not conflict with other activities being planned and to ensure that residents are not overburdened financially.