

**Approval Must Be Completed 2 Weeks Prior to Fundraiser Start Date**

Organization Name: \_\_\_\_\_ Organization University Account #: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Phone/Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Fundraiser Type:**

Raffle Price Per Ticket: \_\_\_\_\_  
Description & Value of Prizes: \_\_\_\_\_  
\_\_\_\_\_

**\*\*\*ALL PROCEEDS FROM RAFFLES AND GAMES OF CHANCE MUST BE DEPOSITED INTO A DEVELOPMENT FOUNDATION ACCOUNT\*\*\***

Selling Merchandise Description and Value of Merchandise: \_\_\_\_\_  
\_\_\_\_\_

Donation Amount Requesting: \_\_\_\_\_

Location:  On-Campus  Off-Campus  
Target Audiences:  Students/Employees  Community  Local Business

Fundraiser Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Tickets/Money Due By: \_\_\_\_\_  
Return Tickets & Money to Student Activities for Deposit

Will This Event Be Advertised?  Yes (attach a copy of advertisement)  No

***By Signing below, I acknowledge and agree that I have read and understand the Fundraising and Raffle Activity Policies on the reverse side of this Application.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Do Not Complete – Submit to Advisor & Director of Development for Approval*

APPLICANT ADVISOR NAME: \_\_\_\_\_

APPLICANT ADVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DIRECTOR OF DEVELOPMENT APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

## **SHAWNEE STATE UNIVERSITY (“University”) STUDENT FUNDRAISING AND RAFFLE ACTIVITY POLICIES**

1. All fundraising activities, including raffles, (“Fundraising/Raffle Activit(ies)”) must be sponsored by: (1) student organizations recognized under SSU Policy 3.18; (2) any University Division or Department with prior approval of its Vice President; or (3) University self-governance bodies; or (4) the Shawnee State University Development Foundation (“SSUDF”).
2. Fundraising/Raffle Activities must be registered in advance with the Director of Student Activities and approved by the Director of Development [SSU Pol. 5.1REV & 5.13.3.0].
3. All University student clubs and organizations recognized by the Student Government Association (“Applicant(s)”) shall be permitted to conduct no more than three (3) Fundraising/Raffle Activities per academic semester. University athletic teams (“Applicant(s)”) shall be permitted to conduct Fundraising/Raffle Activities in connection with all recurring scheduled athletic events, including varsity games and other official team competition.
4. Applicants must submit their request to the Development Office no less than two (2) weeks prior to the Start Date of any Fundraising/Raffle Activity. Fundraising/Raffle Activities may be conducted for no more than two (2) weeks after the Start Date.
5. The Director of Development must approve any Fundraising/Raffle Activity advertisement prior to media submission.
6. Numbered raffle tickets (“Raffle Tickets”) will be available at the Office of Student Activities but will not be issued to any organization without verification and approval from the Director of Development evidenced by its signature below.
7. All monies, funds and/or other proceeds collected and/or received by Applicant (“Receipts”) shall be submitted, together with all unused Raffle Tickets, to the Office of Student Activities within two (2) business days of the conclusion of the Fundraising/Raffle Activity. Receipts received will be counted by a representative of both the Applicant and the Office of Student Activities. A receipt confirming the agreed upon amount will be issued to the Applicant and the Receipts will be deposited to the SSUDF in an account established in the name of the Applicant and available for its use upon formal request.
8. No single ticket or contest entry fee shall exceed ten dollars (\$10.00), nor shall any single prize be valued at more than five hundred dollars (\$500.00) without the express prior approval by the University President. [Note: Prize(s) valued over \$500 may be subject to tax withholding(s) and require filing of IRS form W2-G].
9. Furthermore, the undersigned organizers and/or ticket sellers understand that the State of Ohio regulates raffles and/or games of chance and, among other restrictions, Ohio Law requires that all proceeds whatsoever, less necessary expenses including prize costs, must be donated to an IRS §501(c)(3) non-profit entity. All Fundraising/Raffle Activity shall therefore be conducted under SSUDF direction and its auspices, and all funds must be accounted for and deposited into SSUDF accounts.
10. All Applicant solicitation and distribution activities must be carried out only in designated areas and never in employee work areas. Applicant’s use of facilities must be scheduled with the University Center, Athletic Director, and Director of Physical Facilities as appropriate. Applicant may not solicit funds from any on campus group and or agency unless granted permission by the Vice President of Student Affairs or designee. No Applicant shall engage or invite a third party to conduct activities on its behalf without express prior approval of the Vice President of Student Affairs or designee. [SSU Pol. 5.10 REV.4.0].
11. Applicant must provide a plan on how they will conduct their solicitations step-by-step, including time, circumstances, how Applicant members identify themselves, etc. [SSU Pol. 3.18.5.0 and 5.10.40.]