



Fundraising Restrictions and Protocols

Organization Name _____ Date of Fundraiser _____

Fundraising Event _____

Please do not begin your project until proper approval has been received.

The individuals responsible for requesting permission to do fundraising for their organization should keep this information in their files and see that all members are made aware of all aspects of the restrictions and protocols for fundraising.

Ozarks' Charter: University of the Ozarks is a private, non-profit, charitable corporation as described by section 501(c)3 of the Internal Revenue Service Code. As such, the University is bound by a variety of legal restrictions as pertain to matters of fundraising. Failure by any member of the campus community to adhere to these legal restrictions could jeopardize the charitable status of the University and thus jeopardize the wellbeing of every member of the campus community. The University receives virtually no direct local, state, or federal tax support for its general operation, and is thus heavily dependent upon generosity of donors to provide a high quality educational environment for its students.

Restrictions for fundraising include:

- Office-to-office solicitation on campus is prohibited.
- Off-campus, door-to-door fundraisers are also prohibited to protect the community from illicit individuals and/or groups who claim to represent the University and fraudulently solicit donations from members of the community. The community has been informed that Ozarks' students are prohibited from making door-to-door solicitations and advised to call the police should they encounter anyone making door-to-door solicitations using the University's name.
- Any fundraising activity requires written authorization by the Office of Advancement & Alumni Engagement.
- Ozarks organizations may not partner with a business or organization in a fund raising endeavor that uses the name or purpose of the university to promote the third party.
- Business Donation Solicitation: In addition to restrictions requesting funds, campus organizations should not canvas the community for "free" items that are to be used as prizes or "give-a-ways".

This information has been reviewed and we feel that the attached Request for Fundraising Event does not compromise any of the above restrictions:

Signature of person making request

Date

University of the Ozarks
On-Campus Fundraising Event Application

Name of campus department making request _____

Person making request _____ Phone # _____ Email _____

Athletic Director _____ Phone # _____ Email _____

Fundraising Approval Request

Name and Description of fundraiser

Purpose of fundraiser

Date of request _____ Dates(s) of fundraising event _____

(This form should be submitted at least ten (10) days in advance of the fund raising event.)

How much money do you anticipate raising? (net) _____

Does this event require resources that must be acquired? _____ If yes, list: _____

What is the strategy for acquiring these resources? _____

What is the designated location of the event or donations made?

Who is responsible for appropriate handling of funds raised? _____

Who will benefit from the event and how will they benefit? _____

Will you need the assistance of marketing? _____ If so, please describe need: _____

Please attach any information that will be used in your fundraising event, i.e. forms, letters etc.

Upon appropriate approval, an email will be sent to the person listed above by the Office of Advancement & Alumni Engagement. Your event cannot begin without approval of the Vice President for Advancement & Alumni Engagement.

Signature of person making request _____ Date: _____

Signature of Athletic Director _____ Date: _____

____ Approved ____ Not Approved _____
Office of Advancement & Alumni Engagement Date