

GUIDELINES FOR STUDENT ORGANIZATION FUND-RAISING PROJECTS CONDUCTED OUTSIDE OF ACADEMIC FACILITIES

The University of Virginia Policy on Fund-Raising Projects by Student Organizations on University Grounds enables student organizations to conduct fund-raising projects so that they can fund activities which contribute to the University's rich environment. Student organizations considering such projects should review the policy and the guidelines prior to planning a fund-raising project.

As provided in the University's policy and guidelines, any fund-raising project not conducted within or near an academic facility must be approved by the Dean of Students or his designate, except in the case of Intramural-Recreational Sports or Athletic Department facilities, where approval of the Director of Athletics or his designate must be obtained. The Office of the Dean of Students has developed additional guidelines which are intended to specify the locations and the restrictions for fund-raising projects conducted outside of academic facilities. These guidelines are listed below.

1. Fund-raising projects may be conducted outside of academic facilities at the following sites* and shall be limited to the number of projects indicated for each site at a given time.
 - a. Northwest Sidewalk of Lower Lawn - 5
 - b. Second Floor of Newcomb Hall - 4
 - c. Outside second floor of Newcomb Hall - 4
2. Fund-raising projects are limited to one week per site and two weeks total for all sites per project unless sites are available at the conclusion of the two weeks.
3. Fund-raising projects are limited to the solicitation of voluntary philanthropic contributions and the sale of goods hand crafted by the sponsoring group; shirts and clothing related to the sponsoring organizations; properly licensed recordings of performances by the sponsoring organizations; goods which promote school spirit (UVA related teams and activities) that are properly licensed by the University (if necessary) and are not available in the Newcomb Hall Bookstore; food and refreshments sold in Newcomb Hall must be provided by Dining Services, home-baked goods may be sold at the reservable tables on the Lawn; pamphlets/literature related to the sponsoring organizations; tickets to events; and lottery or raffle tickets (if a permit is obtained and placed on file in the Reservations Office).
4. Only Contracted Independent Organizations, Fraternal Organizations, and Special Status Groups may conduct fund-raising projects outside of academic facilities.
5. Fund-raising projects shall be conducted only between the hours of 9:00 a.m. and 7:00 p.m.
6. Except for the use of the second floor of Newcomb Hall, student organizations must provide their own table and chairs.
7. Dances and other social events for which admission is charged are not restricted to the designated fund-raising areas and times if conducted within the student activities buildings in compliance with building regulations.
8. The Reservations Office has been designated as the office to register fund-raising projects which will not be conducted within or near an academic facility.** A Student Organization Fund-Raising Approval Form must be completed in registering the event. Questions related to approval of the projects shall be brought to the attention of the Associate Dean of Students, Peabody Hall.
9. The above guidelines supplement the University's fund-raising policy and guidelines. The University's policy and guidelines contain specific information and restrictions which must also be followed by student organizations.

* Information on the use of Intramural-Recreational Sports or Athletic Department facilities as sites for fund-raising projects may be obtained from the Director of Athletics or his designate.

** Except that in the case of Intramural-Recreational Sports or Athletic Department facilities approval of the Director of Athletics or his designate must be obtained.

(revised 8/19/02)

**STUDENT ORGANIZATION^{1*} FUNDRAISING APPROVAL FORM
FOR PROJECTS CONDUCTED OUTSIDE OF ACADEMIC FACILITIES**

1. SPONSORING ORGANIZATION:

2. PERSON RESPONSIBLE FOR PROJECT:

ADDRESS:

TELEPHONE: _____ EMAIL: _____

3. DATE(S) OF FUNDRAISING : _____ TIME OF PROJECT: _____ TO _____
(BEGIN) (END)

4. LOCATION REQUESTED:

- Northwest Sidewalk of Lower Lawn - 5
- Second Floor of Newcomb hall - 4
- Other: (specify)

5. BRIEF DESCRIPTION OF PROJECT (If a dance/show, include any other related aspects of the project):

6. PRICE OF TICKET/MERCHANDISE: _____

7. BRIEFLY DESCRIBE HOW REVENUE WILL BE COLLECTED (how/where funds will be kept when collected and also during event; specific time within event time when funds will be collected; any other details):
*a lock box must be used for revenue

8. ESTIMATED REVENUE per day: _____ *must fill in
COST OF EVENT, IF ANY (Including University charges, rental fees, security fees, etc):
ESTIMATED NET REVENUE:

The sponsoring Student Organization assumes all responsibility for conducting the project in compliance with the policies and regulations of the University of Virginia (including specifically the "University of Virginia Policy on Fund-Raising Projects by Student Organizations on University Grounds" and the related Guidelines). In addition, the Student Organization will comply with the terms and conditions as outlined in the attached Exhibit A.

BY: _____ DATE:
Authorized Student Organization Officer

BY: _____ DATE:
Authorized University Representative

Project Accepted: _____ Project Rejected:

COMMENTS:

^{1*} Only Contracted Independent Organizations (CIOs), Fraternal Organizations, and Special Status Groups may conduct Fund-Raising Projects outside of academic facilities.

(revised 9/29/03)

EXHIBIT A

Exhibit A is intended to supplement the "Student Organization Fund-Raising Approval Form." All Student Organizations agree to the following provisions and assume the responsibility for compliance with these provisions in conducting fund-raising projects on University Grounds.

a. Relationship between the Sponsoring Organization and the University

The University of Virginia is a corporation and the Student Organization is not part of that corporation, but rather exists and operates independently of the University. The Student Organization is not an agent, servant, or employee of the University, but rather is an independent organization which manages its own affairs.

b. Student Organization's Dealings with Third Parties

The Student Organization shall not hold itself out as being part of, controlled by, or acting on behalf of the corporation which is the University. The Student Organization shall take affirmative steps in all of its solicitation, business, and other dealings with all third parties to explain its relationship with the University. As one of such steps, the Student Organization shall include the following statement (or other similar statement approved in advance by the University) in the Student Organization's letters, contracts, publications and other such written materials (except intra-university and intra-Student Organization correspondence):

Although this organization has members who are University of Virginia students, faculty, employees, and/or their respective spouses, thereof, the organization is independent of the corporation which is the University and which is not responsible for the organization's contracts, acts, or omissions.

c. Use of the University's Name and Symbols

The University does not encourage the use of its name as part of the Student Organization's name, and allows such use only by Contracted Independent Organizations (CIOs), Fraternal Organizations, and Special Status Groups such as the Fourth-Year Class Trustees and Judiciary Committee. The Student Organization must take whatever steps necessary to prevent persons and organizations with which it deals from receiving the impression that the Student Organization is part of, controlled by, or acting on behalf of the University. The CIOs, Fraternal Organizations, and Special Status Groups may utilize the University's name in the form of "The XYZ Club at the University of Virginia." "The University of Virginia XYZ Club" is not acceptable and cannot be used.

The Student Organization shall not use any marks, symbols, logos, mottos or indicia of the University without its express prior written consent.

d. Non-discrimination

The Student Organization shall not illegally discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, or age when determining its membership.

e. Non-profit Status

The Student Organization affirms that it is a non-profit organization.

f. Membership

The membership of the Student Organization must be comprised primarily of students, faculty, staff, and/or their respective spouses.

g. Use of University Space

All Student Organization fund-raising projects conducted on University property will be governed by University regulations on the use of such space.