Student Activity Fundraising Policy and Guidelines
Updated: 10/22/2017

Student Organization Fundraisers and/or Donations
The State of Minnesota, MnSCU, and MSUM have various policies and procedures as it relates to fundraising and/or collecting donations. The correct procedure to follow is specific on the type of fundraiser/activity being done and how the fundraised money will be used. Certain fundraising opportunities do not meet our campus policies and thus, student organizations cannot participate. As a general rule, before doing any type of fundraising or soliciting donations, please contact the Office of Student Activities for guidance to ensure you are following the correct procedure and policies.

All fundraised money must be deposited into one’s student organization campus account.

Bake Sales, Donated Food for Events, or Similar Activities
Student organizations can conduct bake sales as a fundraiser. All bake sales or donated food for events/fundraising need to be approved by MSUM Dining Services in advance. Please complete the “Dining Services Request for Exception and Bake Sales Form” found on DragonCentral under the Campus Links section to gain approval. You will need to be logged in with your star id and star id password. The form will ask you to include information such as the date, location, items you would like to sell, and items being donated.

Items sold should be individually packaged and avoid items that need to be kept hot or cold. The Office of Student Activities has a cash box that can be used. Please contact the Activities Business Manager in advance for more information.

Charitable Fundraising
MnSCU General Counsel reminds all campuses that student organizations may not use activity fees, which are state funds, for private purposes, no matter how worthy the cause. Such activity fees must be used for “student activities” as defined by law:

"Student Activities means lectures, concerts, and other functions contributing to the mental, moral, and cultural development of the student body and the community in which they live; athletic activities including intercollegiate contest; forensics, dramatics, and such other activities of a nature that in the opinion of the Board contribute to the educational, cultural, or physical well being of the student body.”(M.S. 2001, Chapter 136F, Subdivision 5.)

Thus, student activity fees may not be donated outright to private nonprofits or used to facilitate charitable fundraising, such as to purchase goods to be re-sold with the profits to be donated. Student organizations could, however, collect and use contributions from its members (i.e. dues) or others for charitable purposes as appropriate for its stated organizational mission. Such activities, while permissible in light of restrictions on the use of state funds, raise other potential concerns for the student organization, such as proper accounting of the funds collected and the fact that participants would not be able to claim a tax credit for this donation unless the organization was a nonprofit under federal tax laws. Additionally, any organization that sells goods or services would need to research whether sales taxes are due.
Please see the MSUM Charitable Fundraising Policy on the MSUM Policies website (www.mnstate.edu/policies).

**Soliciting Donations from Businesses, Parents, Community Members, etc.**
Before soliciting donations from local business, parents, community members, etc., please talk to the Office of Student Activities for guidance and permission. One is not allowed to use sites such as Go Fund Me pages. With these types of donations, the donator may request a tax write-credit. These types of donation need to work through the MSUM Alumni Foundation. The Office of Student Activities will guide you on what steps need to be taken based on your solicitation plan.

**Games of Chance**
If your student organization would like to organize a fundraiser involving a game of chance (ex. bingo, raffles, paddlewheels, guess the number of jelly beans, etc.) you must contact the City Clerk of Moorhead at 218.299.5304 for information on how to comply with local laws and policies.