



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

University Advancement
Approved By: Erika D. Beck
President

Policy Number: UA.04.001
Effective Date: 4/27/18
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Policy for Fundraising Events

PURPOSE:

The CSU requires that fundraising solicitation meet federal, state and local laws, fundraising solicitation materials are accurate and truthful, and fundraising costs are reasonable. The purpose of this policy is to ensure California State University Channel Islands (CSUCI) complies with these requirements.

BACKGROUND:

In compliance with CSU Policy No. 15701.00 “Fundraising Events,” each CSU campus is required to have written procedures for campus approval of fundraising events, in support of the CSU policy (<http://www.calstate.edu/icsuam/documents/section15000.pdf>). This policy requires that fundraising events with gross receipts greater than \$5,000 have prior approval from a designated campus authority.

Activities requiring approval include Gaming Activities (bingo, casino and similar “controlled games”, and raffles) and Sales Activities such as auctions. While the CSU policy does not apply to faculty associations, student clubs, fraternities, or sororities raising funds for their own benefit, CSUCI requires that all fundraising events held on campus must follow the University’s Policy on Time, Place and Manner and the Use of University Buildings and Grounds ([Policy Number: OP.01.007](#)) as well as the procedures outlined below.

POLICY:

Colleges, departments and programs wishing to conduct a fundraising event on behalf of CSUCI must comply with CSU Policy No. 15701.00 “Fundraising Events” and consult with University Advancement before embarking on any fundraiser event.

Accountability:

Vice President of University Advancement or designee.

Applicability:

This policy applies to all requests from CSUCI students, faculty and staff or its auxiliary organizations.

Definitions:

Fundraising Event: an event whose primary purpose is to raise money for a cause, charity or non-profit organization. These range from formal dinners to benefit concerts to walkathons. Events are used to increase visibility and support for an organization as well as raising funds. Events can feature activities



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for the group such as speakers, a dance, an outing or entertainment, to encourage group participation and giving. Events can also include fundraising methods such as a raffle or charity auction. Events often feature notable sponsors or honorees.

Benefit fundraisers: events whose proceeds will be donated to a non-profit organization other than CSUCI without issuance of a charitable donation receipt to any participant. Benefit fundraisers are exempt from CSU “Fundraising Events” policy but must still follow cash handling and raffle procedures.

Auction: charity auctions (silent or live) typically sell merchandise or services which are donated to the organization. Thus, the first requirement for the organization is to acknowledge the donation of the item to be auctioned. Donors who purchase items at a charity auction may claim a charitable contribution deduction for the excess of the purchase price paid for an item over its fair market value. The donor must be able to show, however, that he or she knew that the value of the item was less than the amount paid.

Raffle: also known as an opportunity drawing or basket auction is a scheme for the distribution of prizes by chance among persons who have paid money for paper tickets that provide the opportunity to win these prizes. Each ticket is sold with a detachable coupon or stub, and both the ticket and its associated coupon or stub are marked with a unique and matching identifier.

Volunteer: is an individual who performs work or provides services for CSUCI without pay.

Policy Text:

All fundraising events subject to the CSU policy must follow campus fundraising events procedures and be approved by the Vice President of University Advancement through submission of an Event Approval Form (<https://www.csuci.edu/ci-foundation/documents/ua-fundraising-event-approval-form.pdf>).

EXHIBITS:

[Fundraising Event Procedures](#)
[Fundraising Event Approval Form](#)