



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

**University Advancement**  
**Approved By: Richard Yao, Ph.D.**  
President

**Policy Number: UA.04.002**  
**Effective Date: 07/30/2025**  
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## **Policy on Fundraising Events & Activities**

### **PURPOSE:**

The CSU requires that fundraising solicitations 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 (<https://calstate.policystat.com/policy/12960514/latest>). This policy requires that fundraising events with gross receipts greater than \$5,000 have prior approval from a designated campus authority.

### **POLICY:**

Colleges, departments, programs, and student organizations wishing to conduct a fundraising event or activity on behalf of CSUCI must follow the “Fundraising Events & Activities” procedure and comply with CSU Policy No. 15701.00 “Fundraising Events.”

Expanding from the CSU policy, the CSUCI policy requires that all fundraising events and activities, including faculty and staff associations, student clubs, fraternities, or sororities raising funds for their own benefit, held on campus must follow the current University’s [Policy on Time, Place and Manner and the Use of University Buildings and Grounds](#) (Policy Number: OP.01.008) as well as the University Advancement procedures outlined below.

### **Accountability:**

Vice President for University Advancement or designee.

### **Applicability:**

This policy applies to all requests from CSUCI students, faculty and staff or its auxiliary organizations whose proceeds will be donated to the California State University Channel Islands Foundation or campus auxiliary funds.

### **Definitions:**

*Fundraising event* – Fundraising events are organized gatherings designed to raise funds for a cause, organization, or initiative. They are typically planned well in advance and involve various elements such



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as ticket sales, sponsorships, auctions, and entertainment. Examples include gala dinners, golf tournaments, charity runs/walks, benefit concerts, and raise the paddle auctions.

*Fundraising activities* – Fundraising activities are broader, ongoing efforts or initiatives that generate funds, often without a specific event format. They can include direct solicitations, campaigns, and donor stewardship programs. Examples include crowdfunding, annual giving campaigns, major gift solicitations, planned giving, peer-to-peer fundraising, and grant writing.

Other activities include:

- **Gaming:** Certain gaming activities are permitted as long as they are conducted in compliance with California law and local ordinances. Cash and prizes awarded to participants are subject to miscellaneous income reporting rules. Examples include Bingo, Controlled games (casino night), and raffles.
- **Quid Pro Quo Contributions:** A payment made that is partly as a contribution and partly for goods or services is a quid pro quo contribution. Examples include direct sales model, suggested donation model, and pure donation model.
- **Sales:** The sale of goods or merchandise is subject to sales tax unless it is covered by a specific exemption or exclusion. This is true whether a person pays by cash or another method, or offers something in barter or trade. In general, the taxable amount is the *price* set and received for the item. Examples include auctions, meals served at fundraising events.

### **Policy Text:**

All fundraising events and activities conducted for the benefit of the university should be reviewed and approved by the Vice President for University Advancement or designee (in practice, the Associate Vice President for Development and the Student Organizations & Involvement (SOI) department for student organizations) to assure the following:

- Solicitations meet federal, state and local law requirements
- Fundraising solicitation materials are accurate and truthful
- Fund raising costs are reasonable
- Logistics, gift receipting and donor stewardship can be supported by University Advancement
- Student organizations initiate activities by submitting a Donations and Fundraising Request to SOI.



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### **EXHIBITS:**

[Fundraising Event Procedures](#)

[Fundraising Event Approval Form](#)