

Fundraising Policy

The Campus Center defines fundraising as the collection of money through donations, sales, and/or event programming for the explicit purposes of charitable donations to a non-profit agency or cause or for the enhancement of the organization's budget in accordance with its mission.

Campus Center Policy

Only Campus Center recognized student organizations are permitted to fundraise on campus. Student groups wishing to sell goods or services for charitable purposes may do so in the Campus Center only upon receiving permission from the Director of the Campus Center. Student groups wishing to sell goods or services in other buildings or areas must receive permission from the Director of the Campus Center.

Non-students selling goods or services are considered vendors and must be approved by the Director of the Campus Center or his/her designee. Vendors must pay the appropriate rental fee and supply proof of insurance. In these circumstances, the vendor may only sell items in a designated area of the Campus Center. The Campus Center reserves the right to deny the sale of items that are illegal or inappropriate for the campus community.

Guidelines

1. The fundraising activity must offer a benefit that is consistent with the organization's mission and the mission of NJIT
2. The purpose for which the funds are raised must not violate any premises or codes articulated in the NJIT Student Handbook
3. Funds raised must be documented and deposited through the responsible organizations treasury
4. A currently enrolled student member of the sponsoring organization must be present during the entire time of the event
5. In the absence of an exemption, the sponsoring organization is responsible for ensuring the collection and reporting of applicable taxes
6. The sponsoring organization must ensure that the fundraising event complies with all applicable federal, state, and local laws and regulations
7. Fundraising events must be clearly identified by a sign indicating the name, good, service, price, and purpose of the event
8. Commercial or corporate sponsorship of fundraising events is subject to review by the Campus Center
9. NJIT reserves the right to require third party participants to meet additional requirements and also reserves the right to approve of such vendor.
10. Evidence of insurance coverage and appropriate indemnification are required should a third party vendor be used
11. NJIT prohibits the following:
 - a. Third party fundraising through credit card or telephone card companies
 - b. Sale or distribution of items that violate College codes, trademark rights, or existing contracts

c. The sale of alcoholic beverages for purpose of fundraising

Examples of Fundraisers

1. Items for sale, produced by the organization (candy grams, gift baskets, flower bouquets, bake sales, etc.)
2. Items for sale, directly related to the organization's mission or goals (plant sale by an organization with the mission of promoting green activities)
3. Items for sale, directly promoting school spirit (but do not infringe upon College trademark policies)
4. Services for sale, in compliance with the NJIT Student Handbook (car wash, tutoring, etc.)
5. Admission fee for student programs/events (benefit dinner, talent competition, etc.)
6. Pre-packaged items (candy, gum)
7. Cash donations for a charitable organization (UNICEF, American Heart Association)
8. Resale of items (Silent Auction, "Garage" sale) donated to the organization
9. Sponsorship of approved third party vendors at the Campus Center

Solicitations:

Often, student organizations wish to solicit goods and services from area merchants, to be utilized for raffles and silent auctions. The Campus Center must approve any merchants prior to asking them for a donation. When approaching area merchants, the Campus Center recommends the following:

1. Begin by mailing or delivering in person a letter to merchants, which should be written on the organizations letterhead. Specify a clear purpose of your desired partnership and the benefit to the third party.
2. If approaching the merchant directly, always take a letter of support with you. Merchants will not "donate" goods without a letter. It is suggested to dress neatly or professionally, or at least wear NJIT or organization apparel.
3. It is often advisable to ask for a gift card or item rather than a cash donation as this is easier to track and you are more likely to be successful. In some cases business may be likely to offer a discount card or coupon if they cannot offer goods or services.
4. If going to a corporate business, allow for extra time as they most likely will have to check with their corporate office before approving a donation (Walmart, A&P, Target).