1. **PURPOSE:** To establish guidelines for campus groups, clubs, organizations, or individuals (including students, faculty, classified and unclassified staff) to conduct off-campus or on-campus solicitations of gifts, advertising, donations or engage in any kind of fund-raising activity and for off-campus groups or individuals to conduct on-campus solicitations.

2. **AUTHORIZED STUDENT GROUPS:** In order for a student club, organization, or group to request permission to conduct a fund-raising activity, it must first be approved as a legitimate campus group by the Winona State University (WSU) Student Senate.

3. **PROCEDURE FOR OFF-CAMPUS SOLICITATIONS:**
   A. All off-campus fund-raising activities must receive authorization from the Director of University Advancement one (1) month prior to the solicitation.
   B. The WSU Fund-Raising/Solicitation Approval form (see attached) is available in the Office of University Advancement.
   C. Two (2) copies of this approval must be completed, including appropriate signatures, and returned to the Office of University Advancement, one (1) month prior to the solicitation. The second copy will be returned to the applicant group no later than one (1) week prior to the solicitation.

4. **PROCEDURE FOR ON-CAMPUS SOLICITATIONS:**
   A. All on-campus fund-raising activities must receive authorization from the Vice President for Student Life and Development or his/her designee.
   B. The WSU Fund-Raising/Solicitation Approval form (see attached) is available in the Student Union Director's Office in Kryzsko Commons.
   C. Two (2) copies of this approval must be completed in full, and returned to the Student Union Director's Office one (1) week prior to the solicitation.
   D. On-campus solicitations in residence halls are handled through the Inter-Residence Hall Council (IRHC) and must be approved through that Council.
5. **EXCEPTIONS TO PROCEDURE:**

   A. The Winonan, Campus Life, and KQAL staffs may solicit for advertising and underwriting funds under the supervision of their supervisors/advisors.

   B. The Office of University Advancement may conduct fund drives for the WSU Foundation, Alumni Society, and Warrior Club.

6. **INSTITUTIONAL LIABILITY:** WSU assumes no responsibility or liability for any debts or encumbrances resulting from solicitations by any campus groups or organizations not acting specifically as agents for the University.

This WSU Regulation supersedes WSU Regulation 6-2 dated October 19, 1992.

AUTHENTICATED BY:

[Signature]

Judith A. Ramaley
President

August 13, 2007
Date of Adoption

Authoritative References:

MnSCU Policy 5.15, Fund Raising
President

Initial Date of Adoption: 8/18/88
Date of Revisions: 10/19/92, 8/13/07

LIST OF ATTACHMENTS

WSU Fundraising/Solicitation Approval Form