

## Student Interest Groups & Fundraising FAQs

May 2018

Q: **Does OHSU have a policy related to student interest groups conducting fundraising activities?**

A: Yes, it's policy number [01-10-020](#) . In addition, Oregon Health & Science University is bound by the laws of the State of Oregon. All student interest groups officially recognized by the university must follow the policy for any fundraising activities (cash, goods or services) on or off the campus.

[Student Interest Group Procedures](#)

Q: **What is the purpose of the policy?**

A: The purpose is to clarify fundraising and solicitation activities in which student interest groups and programs are permitted to participate. For the purpose of the policy, fundraising is defined as the collection of money through donations, sales and/or event programming for the purposes of internal or external charitable donation or interest group budget enhancement. All fundraising efforts by student interest groups must be consistent with the University and interest group's mission as well as comply with University policies.

Q: **Does the policy limit where OHSU student interest groups can conduct their fundraising activities?**

A: No, but best practice is for interest groups to conduct their fundraising activities on OHSU owned or controlled property. Any fundraising (or volunteer) activities that include healthcare services and are conducted off campus must be registered with the Office of Risk Management.

Q: **Are OHSU student interest groups permitted to provide tax receipts?**

A: It depends. If a student interest group is part of a chapter of a distinct 501(c)(3) organization than it is permitted. However, most interest groups on campus are a part of OHSU, which is tax exempt (unlike the OHSU Foundation) but it is not a 501(c)(3) entity where tax exempt donations can be made.

Q: **Does this policy apply to OHSU students who are not involved in student interest groups?**

A: Yes.

Q: **Do student interest group leaders need to notify the University of their fundraising activity?**

A: Yes, student interest group leaders must register any fundraising activities with their faculty advisor or school/program at least 2 weeks prior to the planned activity. An itemized revenue/expense projection should be presented at the time of registration.

Q: **What types of fundraising activities are permitted?**

A: Solicitation of Donations, sales and/or event programming (i.e. Fun run, hosting a conference or health fair, etc.)

Q: **Are there limitations to the aforementioned fundraising activities?**

A: Yes.

**Donations** – All cash donations must be deposited according to [Student Interest Group Procedures](#). In-kind donations are donations of tangible items and group leaders must inform Faculty Advisors and/or school/program of the gift. All Foundation and IRS rules and procedures must be followed.

**Sales of products** (e.g., t-shirts) with OHSU's (or school/program's) name or logo are permitted by student interest groups, and must comply with OHSU Marketing & Branding guidelines - [Visual Identity Guidelines](#). It is recommended that interest groups utilize the University's preferred vendor, which has preapproved OHSU branded items available, and can assist with making sure groups are in compliance with OHSU's visual identity guidelines - [OHSU online store](#)

**Sales of Food items** - As stated in Policy No. [01-10-020](#), except as otherwise permitted in Section 2, no fund raising activities on OHSU owned or controlled property or for the benefit of OHSU shall offer any food products other than commercially-prepared food products.

Q: **What's required if an interest group wants to conduct bingo, raffle, Monte Carlo or other type of gaming event?**

A: Student Interest Groups wishing to operate bingo, raffle and Monte Carlo events are required to have a license issued by the Oregon Department of Justice. There are a few exceptions, and many regulations, to this rule. To learn more about the exceptions, please go to: [Oregon Department of Justice](#)

Q: **Does OHSU maintain a state raffle license?**

A: No, OHSU does not maintain a Class B state raffle license.

Q: Does OHSU support interest groups applying for a raffle license?

A: No.

Q: **May a student interest group conduct an auction?**

A: No, auctions are not approved for student interest group activities. Both silent and auctioneered events require extensive and prohibitive accounting and tracking procedures and are not approved student fundraising activities.

Q: **Does OHSU have any cash handling guidelines for those students responsible for receiving, handling and safeguarding cash and cash equivalents?**

A: Yes, any student handling cash (or cash equivalents) is responsible for the integrity of the cash fund and management. Students should understand their accountability for all monies. All currency

received needs to be recorded immediately and acknowledged by receipt when accepted. Under no circumstances should any student keep cash with their own personal funds, deposit cash in a personal bank account, or take cash to one's home for safekeeping. [Student Interest Group Procedures](#)

**Q: What is the student interest group responsible for at the end of their fundraising activity?**

A. Student leaders must communicate the amount of the profits to the faculty advisor and/or school/program, immediately following the conclusion of the fundraising event. Profits must be deposited into the interest group's account on the first working day after the event.

**Q: What if an interest group fails to abide by the aforementioned guidelines?**

A: An Interest group that fails to abide by the above procedures may lose university recognition and/or future fundraising privileges.