



Graduate Student Organization

Fundraising Guidelines

I. Definition

- A. For purposes of this policy, fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.

II. Procedures

- A. Spaces in which the fundraising activity is occurring must be **identified by a sign** indicating the conducting entity's name, goods, and/or services being sold, and prices.
- B. The following procedure should be followed within five (5) business days after the event has concluded:
 - 1. **Official Document:** A memo/letter signed by the organization's **president, treasurer and senator** stating that the amount being deposited is the amount that was raised by the organization, provided to the GSO Treasurer
 - 2. **Form of Payment:** **The GSO can receive Cash or Check for deposit.**
- C. All monies raised independently by sub-organizations in fundraising events and unspent at the end of the financial year shall rollover into that sub-organization's account for the following year.

III. Guidelines

- A. The following guidelines are applicable to all fundraising activities by recognized student organizations on Binghamton University owned, operated, or controlled property:
 - 1. The fundraising activity is required to offer a benefit to the University community that is consistent with the University's educational mission.
 - 2. The purpose for which the funds will be raised must be consistent with the purpose of the recognized student organization. Further, the fundraising activity must not violate legal, tax, or corporate restraints upon the University.
 - 3. Event sponsors are responsible for ensuring that proposed activities comply with all applicable federal, state and local laws, rules and regulations.
 - 4. A currently enrolled student member(s) of the sponsoring recognized student organization must be present during the entire time of the event.

For more information, please contact the GSO Treasurer at treasurer@gsobinghamton.org