**Fundraiser and Service Project Request Form- Student Life**

**Policies**

Organizations wishing to raise funds by selling goods or services on or off campus or hold a service project will need to fill out this form prior to the event(s).

Typical Processing Time: 2 Weeks

Please check the clubs & organizations fundraiser [calendar](https://reservations.bloomu.edu/MasterCalendar/) (click on Event Types under Filters to see only Fundraisers) to ensure no other events conflict with yours before completing your request.

This form does not guarantee that your requested space is automatically reserved.

**ONCE A DECISION HAS BEEN MADE ABOUT YOUR REQUEST, YOU WILL BE NOTIFIED THROUGH ORG SYNC. IF APPROVED, YOU WILL THEN BE REQUIRED TO RESERVE YOUR LOCATION THROUGH EMS FOR YOUR PREFERRED DATE/SPACE ON CAMPUS.**

Please use EMS to reserve campus locations: https://reservations.bloomu.edu
*\*\*\*Only club/organization officers (as indicated on your updated roster in Husky Sync) may reserve space on campus.*

**SCHEDULERS CANNOT SCHEDULE A SERVICE PROJECT THAT HAS NOT BEEN APPROVED BY THE ADVISOR OF THE COMMITTEE ON STUDENT ORGANIZATIONS (George Kinzel at** gkinzel@bloomu.edu**)**

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Clubs/organizations selling any items or services on campus **and/or**sponsoring or participating in a service project, must read the following guidelines and complete this form. The following are some of the guidelines used to determine whether a fundraiser/service project request is approved.

 **Fundraiser/Service Project Request Form Rules & Regulations:**
1. Funds raised by BU recognized clubs/organizations are to be used to expand the educational and recreational opportunities of the funding organization(s), and not to financially subsidize individual persons' interests, appetites, needs, or living expenses.
2. Door-to-door selling/solicitation in the residence halls is not permitted.
3. If you intend to advertise this event in the residence halls, fliers/posters must be brought to the Residence Life Office, lower ERH, for distribution. Residence Life staff will hang them up.
4. Credit card fundraiser events must be attended by students --NO PROFESSIONALS PERMITTED TO ADMINISTER.
5. T-shirt and promotional items must be approved by Committee on Student Organizations Advisor (Kayla May) prior to the event being approved. Any Bloomsburg University trademarks must be

approved by Tom McGuire or Irene Johnson.
6. Fundraisers/Service Projects CANNOT take place in food service areas or the Main Lobby of Kehr.
7. Permission must be obtained from the Vice President for Administration if any non-Pepsi beverage products are used in connection with the fundraiser where Pepsi products are available.
8. This fundraiser/service project form must be approved BEFORE reserving a location on campus. AFTER this forms is approved, you MUST reserve your desired location on EMS.
9. All fundraisers/service Projects must comply with all university, local, state, and federal regulations.
10. Each organization funded by CGA is limited to two different on-campus fundraising events per semester. Organizations not funded by CGA can have as many fundraisers as is feasible.
11. As of February 1, 2014, all small-games-of-chance, including raffles, are not permitted on campus due to recent PA state law changes. Fundraiser requests that include raffles or any other small- games-of-chance, will not be approved.
12. As of Spring 2015, bake sales are no longer permitted in Residence Halls
13. Any individuals working with minors need to have the proper clearances and approvals
14. All money collected from sales should be deposited in the organization’s Husky Fund Account. Checks should be made payable to "CGA- Husky Fund". The sponsoring campus organization/contact person can be placed in the memo line, if desired.
15. As of Fall 2015, fundraisers at any athletic venues may not include food or dining items.
16.  All fundraisers containing **pies** MUST take place on Lyco Lawn.
17. Regarding Eating Contests, as of Spring 2017, in order for this type of event to be approved, the following two things would be needed:
- An official waiver approved by BU legal team (at cost to student group)
- An official contract in place with one of the local medical services companies (Bloomsburg Ambulance Association or Greater Columbia Medical Transport Service) that would cover the EMTs on site, also at cost to the student group

PLEASE NOTE: All CGA funded organizations are limited to 2 on-campus fundraisers per semester (raising money for their organization- not as a service project to help others). Organizations may conduct unlimited amounts of service projects.