

## **Fundraising Policy and Procedures for Otis College Clubs and Organizations**

Fundraising is defined as the collection of money through voluntary contributions, sales, and/or events/programs for the purposes of charitable donation and/or organizational support.

All registered clubs and organizations at Otis College of Art and Design are granted a \$200 spending amount for the academic year. This amount may be subject to increases at the discretion of the Director of Student Activities in conjunction with Campus Activities Board based on the quality and significance of the student programming efforts made on campus. Funding is available only to organizations recognized by Otis College of Art and Design. Organizations can only be reimbursed for events or activities that benefit members of the organization and/or Otis College of Art and Design students. Events/Activities **MUST BE** pre-approved **BEFORE** purchases are made for the club/organization.

The allocation of \$200 from Student Activities can be spent on supplies needed for club meetings/projects, membership fees for resources needed for the club's purposes, food or snacks for club meetings or events, club merchandise, or to compensate a guest speaker/independent contractor that provides a service that enriches a club-related event or program.

Clubs and Organizations can gain further funding through the Director of Student Activities and/or CAB, by following the formal funding request procedures below:

1. The organization must meet all the criteria and requirements to be a recognized clubs/organization in good standing, as outlined in the College Recognized Organization (CRO) policy.
2. The organization's representative must attend a Campus Activities Board (CAB) open forum meeting to make a funding proposal and submit their specific funding requests.
3. The organization must submit, in writing, a Student Organization & Program Funding Request form, stating the reason(s) for the request and an estimated summary of expenses detailing how the money will be spent:  
[https://otiscollege.formstack.com/forms/campus\\_act\\_proposal](https://otiscollege.formstack.com/forms/campus_act_proposal)
4. Campus Activities Board will notify the organization of the recommendation for funding after the decision has been made in person and via email addressed to the person who completed the Funding Request Form. The letter will contain the reason and justification for the committee's decision on the funding. The Director of Student Activities will be CC'd on the email.
5. If the student organization is approved for the funding, the organization will be responsible for collecting receipts for all expenses incurred. All receipts must be

submitted to the Director of Student Activities. The total of the receipts must equal the amount requested by the group (groups will only be approved and/or reimbursed for the amount of money allocated for the event).

6. For organization members to avoid out-of-pocket expenses, the College can pre-purchase some items for the club provided there is a lead time of at least 21 Days. Contact the Director of Student Activities for more information by emailing Erica Javidzad at [ejavidzad@otis.edu](mailto:ejavidzad@otis.edu).

7. All organization funds must be approved **PRIOR TO** the event and/or spending money. Reimbursements will not be granted for funding not pre-approved by the Director of Student Activities and Campus Activities Board.

Otis College of Art and Design understands that recognized clubs and organizations may wish to seek additional funds to support key initiatives and projects. However, before seeking external funds, we highly recommend that you reach out to different departments on campus that may have a mutual interest in collaborating and contributing to your initiative. For example, student clubs and organizations have received funding from the Digital Media Department, Creative Action, Career Services, Student Health and Wellness Center, and our dining services, Bon Appetit. Depending on the purpose of a club's program or event, students may find that other campus constituents would like to take part in and financially support their cause, allowing for cross-departmental collaboration on an event or initiative.

Below are the Otis College of Art and Design General Fundraising Guidelines. After reviewing the guidelines set forth in the document, students should submit a [Fundraising Application](#) to the Office of Campus Life.

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### **General Fundraising Guidelines**

- Otis College of Art and Design is not responsible for collecting, overseeing, managing, or dispersing funds raised through Approved Registered Club/Organization fundraising initiatives.
- All registered club/organization fundraising initiatives must be approved by the Director of Student Activities and the Dean of Student Affairs before proceeding.
- Student clubs and organizations may open a Cash App account, such as Paypal, to collect money that they raised through their fundraising initiatives.
  - Otis College of Art and Design is not affiliated with any accounts or any of the money connected to the accounts opened by members/advisors of registered clubs and organizations.

- Otis College of Art and Design is not responsible for managing the Cash App account or the money within any of the accounts made for the purposes of the club/organization.
- Fundraising may be conducted for the purpose of charitable giving to charitable entities/support services external from Otis College of Art and Design.
  - Any money raised for these external entities must be donated directly to that entity, through the entity's website or through the entity's recognized representative.
  - Clubs and Organizations or individual club members or advisors may not hold the money that was made for an external organization or use that money for any other reasons, but rather, they must directly submit the money to the organization it was raised for.
  - Current students may not function as a charitable entity's representative for the purpose of collecting charitable donations.
- Fundraising may be conducted for the purposes of supporting events/programs led by the registered club or organization to further enrich the experience of Otis College students.
- Fundraising may be conducted for merchandise or marketing materials for the club and organization if it is clearly stated to anyone who contributes monetarily that the monies collected will be used solely for these purposes.
- If an organization would like to charge admission to an event/program, they must get approval by the Director of Student Activities and submit the [fundraising application](#).
- Funds raised through fundraising must be used for the purposes of the club as a whole and not for the needs of one student or individual student's needs.
- Fundraising, when approved, is not fundraising by the College, which is a registered 501(c)3.
  - While the College can and does issue tax receipts for charitable gifts, donors to student groups will not be issued tax receipts unless they donate directly to an organization that is a registered charity (e.g., the NAACP), or they donate directly to the College as an entity.
- Any group that is creating merchandise or marketing materials that include the Otis College name or official college logo must ensure the usage is in accordance with Otis College Communication & Marketing branding guidelines. Please contact [Communications@otis.edu](mailto:Communications@otis.edu) to get your design approved before selling.
- Any group wishing to sell items on campus should be aware of all College policies related to where they can sell these items. Sales should happen through tabling in the

Commons, the Student Life Center, or outside Ahmanson Hall (tables can be reserved through the Director of Student Activities), through approved online sales, or at events/programs with permission from event/program planners. This includes CAB or Peer Mentor/TISO events.

- Clubs may not use campus classrooms/labs/shops, mailing, or any other College facilities to promote or sell their products.
- Clubs may not promote their fundraising efforts during a class period, whether that be online or in-person, unless they have received permission by the professor beforehand.
- Clubs may not sell products for their fundraising efforts during a class period (online or in-person) under any circumstances.
- Fundraising initiatives held by registered Otis College clubs that are approved by the Director of Student Activities and Dean of Student Affairs must report the outcome of all fundraising activity for that academic year to the Director of Student Activities by March of the academic year, or as requested by the Office of Student Activities.
- If any of the money that was fundraised for the purpose of club support are not spent in full prior to the close of the academic year in which they were raised, the club leader is responsible for holding that money in their club's self-managed account that is not affiliated with Otis College of Art and Design and having it as accessible for the club leader for the next term to use for club purposes.
- The Director of Student Activities and the Dean of Student Affairs reserve the right to prohibit and rescind any Otis College registered club fundraising activity and privileges when they deem appropriate.

### **Prohibitions**

Otis College reserves the right to restrict all fundraising activities to reasonable times, places, and manners. The following activities are specifically prohibited:

- The use of crowdfunding platforms (e.g. GoFundMe, Kickstarter, Patreon, etc.) by the student club/organization. *The only exception would be if the club/organization is approved to utilize the College's official crowdfunding platform, in communication and collaboration with Student Activities and Institutional Advancement.*
- Door-to-door solicitation and fundraising on campus or on properties associated with Otis College of Art and Design (Residence Halls, Park West, Ascent, Otis College- Culver City Campus).
- Formal fundraising events/programs with the aim to solicit parents, alumni, faculty, or staff, except for those approved by the Otis College Office of Institutional Advancement.

- If a club would like to solicit alumni or parents to help fund a key initiative, it is required that the group contact the Office of Institutional Advancement before proceeding.
- Fundraising for any candidate for political office or political campaigns.
- Fundraising for any cause that promotes hate, violence, or any cause that goes against the mission of Otis College of Art and Design.
- Otis College of Art and Design discourages any disruptive or excessive solicitation of students, faculty, and staff on campus for the purpose of a club.

**Remember to complete your [Fundraising Application](#) before proceeding with any club fundraising endeavors.**

**If you have any questions or concerns, please contact the Director of Student Activities, Erica Javidzad at [ejavidzad@otis.edu](mailto:ejavidzad@otis.edu).**