

STUDENT FUNDRAISING POLICY

A fundraising activity in this category generates revenues to support Linfield University activities and programs. All plans to solicit funds, once approved, must clearly state where the money is going and what organization is performing the fundraiser.

For the purpose of this policy, the University recognizes two distinct types of fundraising activities.

1. **Quid Pro Quo Fundraising:** Those activities for which donors receive something in exchange for their funds (examples include raffles, auctions, spaghetti dinners, sales, rent-a-Wildcat). Donors participating in these activities will not receive an official acknowledgement letter or a receipt for their fees or contributions. If such activities take place on campus, they must receive prior approval from the Dean of Students, via the Director of Student Activities in McMinnville or the Student Life Office in Portland. Off-campus activities must be approved by the Office of Institutional Advancement.
2. **Solicitation Fundraising:** Those activities for which the donor receives no goods or services in exchange for a charitable donation (examples include solicitation letters, phone solicitations, pledge drives, grant proposals). This policy pertains to requests for cash, as well as requests for gifts in kind (such as food, store coupons, complimentary tickets, or other tangible items). Activities such as these require prior approval by the Office of Institutional Advancement. To be approved, activities must be sponsored by University or ASLU recognized groups that are seeking funds for a University approved priority.

In McMinnville, the process to review proposals for off-campus activities (a) or solicitation fundraising (b) is as follows:

1. Two weeks before the fundraising activity, complete the request form at www.linfield.edu/activities/plan-form.html (<http://www.linfield.edu/activities/plan-form.html>).
2. An Institutional Advancement staff member will contact you within a week to arrange a meeting. Be prepared to present materials, a fundraising timeline, and plans to deliver gifts securely to Institutional Advancement for processing after the fundraiser. All proceeds from approved events must be delivered to Institutional Advancement, along with complete donor information (names and addresses) by the next business day after the activity, (8:00-5:00, Monday-Friday).

Fundraising by Linfield groups on behalf of outside organizations

Many Linfield groups conduct fundraising activities for outside organizations (e.g. cancer foundations, local food banks, etc.). These activities must be approved by the Director of Student Activities in McMinnville or the Student Life Office in Portland, but Linfield groups should also work with the outside organization to deliver gifts securely and provide appropriate receipts. These fundraising activities do not need to be approved by the Office of Institutional Advancement.