

Fundraising

On-Campus Fundraisers

- Student organizations are encouraged to raise funds to support their activities, thus decreasing their total reliance on Student Reserve Board funding.
- Complete an Activity Planner and meet with a Student Leadership & Development staff member to discuss the nature of the fundraising activities, specifics about the items to be sold and where, how and when the revenue will be distributed.
- Door to door solicitation in the residence halls or apartment complexes is prohibited. Organizations may contact Student Housing to make arrangements to set up a table in the entrance hall of a building.
- Student organizations may not solicit individual employees via campus mail, voice mail or e-mail unless a pre-existing relationship exists. Mass solicitation or “cold calls” are also prohibited.

Off-Campus Fundraising

- The most common way to solicit funds from alumni, parents or community groups and businesses is to send a letter first and then follow up with a personal visit or phone call.
- The letter must be on student organization stationary. Use of the official University seal and logo is prohibited. The text of the letter should explain the fundraiser and state how the money will be used for the organization or where the funds will be donated. The letter must also include the statement: “The views presented here do not necessarily reflect the position of Loyola Marymount University.”
- If donations are received a thank you card should be sent to the donor to acknowledge the donation.

Students Co-Sponsoring Community Service Activities of University Staff

- Student organizations are not permitted to conduct fundraising activities or produce events designed to raise funds for the personal charitable endeavors of faculty or staff.
- Faculty and staff may suggest worthy charities to student organizations and may actively assist in providing information and ideas to student organizations. Funds raised by student organizations must be donated directly to the cause or charity and not through or in support of an individual faculty or staff member for the purpose of helping that person reach a fundraising goal or participation fee.

Deposit of Funds

- All funds collected through both on and off-campus fundraisers must be deposited in the organization’s on-campus account through the Controller’s Office. No deposits to off-campus accounts are permitted.
- Organizations may be required to produce proof of deposit, if asked to do so by Student Leadership & Development.

Raffles

- In the state of California, raffles are illegal if a person is required to purchase a ticket or make a donation in order to be eligible to win the prize or contest.

Free Drawings

- Free drawings are legal when rules conforming to the California State Law are followed exactly.
- The drawing must be in connection with an event or a recognized student organization.
- Free tickets, at least one per person, must be available.
- Each solicitor must know that free tickets can be obtained and how to obtain them.
- The word drawing or free drawing is required. Do not use the word 'raffle' on the ticket or in advertisements.
- The ticket must have the following information printed on it:
 - Drawing or Free Drawing
 - Date, time and location of drawing
 - Name of sponsors and beneficiary of fundraising
 - Donation or purchase of ticket is not required to be eligible to win
 - Winner need not be present at drawing