

John Brown University

Club Fundraisers

All clubs must receive approval from the Office of Student Activities in order to do a fundraiser. Please use the Fundraising Approval Form to receive this approval PRIOR to doing a fundraiser. Please note that a fundraiser on campus must involve an exchange of some sort. Raffles are not allowed.

University Advancement must approve fundraisers that meet any of the following criteria:

- Donor requests tax receipt
- Businesses will be asked for funds
- Fundraiser goal is \$1000 or more

University Advancement does not need to approve the following:

- Selling miscellaneous items (e.g., t-shirts, Frisbees, baked goods)
- Service projects (e.g., painting, yard work, baby-sitting)
- Restaurant % sales

According to the guidelines above, if your club needs UA approval, your contact is Susan Nece (snece@jbu.edu or X7492). You must have approval from University Advancement and Susan must sign off on the Fundraising Approval Form prior to receiving approval from Student Activities.

Food fundraisers must follow these guidelines:

- Baked goods, candy, fruit butter, jams, and jellies can be sold directly to purchaser without any approval.
- All other food items, must follow Health Dept. Guidelines and be cooked in a permitted kitchen. (One that has been licensed by the Health Dept.)

Please note that receiving a donation is NOT considered a fund-raiser and does not need approval from anyone.

If a club receives a donation without an exchange of some sort, it is considered a gift and needs to process through University Advancement. Susan Nece is your contact for that. A Gift Form is used when depositing that money.

For questions, please contact Caitlyn Bennett, Director of Student Engagement. Her office is located in the Student Development Office (WSC 140). Phone: ext. 7475. Email: CBennett@jbu.edu