

Organization Fundraiser/Ministry Guidelines | SGA

The following guidelines concern fundraising activities conducted by student organizations for the purpose of raising financial or other resources in a fundraising initiative. These guidelines are subject to revision at the discretion of the SGA committee and the Office of Student Life Programs with respect to Cedarville University principles and policies.

Guidelines for Student Organizations regarding:

- Approval Process for a Fundraiser Initiative
 - Before launching a fundraising initiative, including advertisement for said fundraiser, Organizations are required to submit a form designating the event as a ministry-driven fundraiser or an activity-driven fundraiser, describing the intent and process of the initiative, and delineating the timeline of the initiative.
 - The form will be available online through the SGAVILLE.com website and will be automatically submitted to the SGA Leadership Director and/or the SGA Philanthropy Director.
 - Organizations are required to describe in one hundred (100) words or less the intent and design of the fundraising initiative to ensure it abides by University principles and guidelines.
 - All submissions must be received at least seven (7) days prior to the desired date of the fundraiser and will be subject to the review and decision of the SGA and/or members of Student Life Programs.
 - Written approval must be granted before an SSC table may be secured or advertising may be conducted.
 - In the event an Organization wishes to raise two dollars (\$2) or more per student, the said initiative will be hereby defined as a Campus-Wide Fundraiser Initiative.
 - A Campus-Wide Fundraiser Initiative will require a meeting with the SGA and members of Student Life Programs to further review the process.
- Location for a Fundraiser Initiative
 - Desired location must be described within the one hundred (100) word approval form and is subject to the limitations herein described.
 - Fundraising in Residence Halls is reserved for benevolence offerings as the need arises.

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- The Dixon Ministry Center is reserved exclusively for offerings and fundraising initiatives conducted by Christian Ministries and Student Government on a limited basis.
- Timeline Process for a Fundraiser Initiative
 - Organizations are required to submit a tentative timeline of events and fundraiser initiatives to the SGA Leadership Director within one (1) month of the first day of classes.
 - Additions or revisions to this timeline must be submitted in written form and are subject to the review and approval of the SGA Leadership Director.
 - Each Organization is allowed a maximum of two (2) weeks per year for on-campus, activity-driven fundraising and three weeks per year for on-campus, ministry-driven fundraising.
 - The extent of the fundraising initiative is not required to be contained within the consecutive period of time, but can be divided according to the purpose and will of the organization, with the understanding that the timeline has been approved by the SGA.

Definition of Terms:

*Fundraiser Initiative: The act of requesting money and/or resources from the student body for a specific cause.

*Ministry-Driven Fundraisers: An effort by a Student Organization to support a cause or meet a need financially or with other resources.