

GEORGETOWN UNIVERSITY LAW CENTER POLICY ON STUDENT ORGANIZATION FUNDRAISING

Purpose

The Student Organization Fundraising Policy ensures a consistent process for Student Organization fundraising. This policy allows Student Organizations to host events that require funding beyond what is available through Georgetown University Law Center resources and minimize conflicts with other fundraising efforts at the Law Center and within Georgetown University.

All fundraising proposals must be consistent with the mission and policies of the Law Center, particularly the Policy on Partisan Political Activities and Lobbying and the Gaming and Gambling Policy. All fundraising proposals must be submitted to the Office of Student Life before the required deadline. Fundraising proposals must be approved by the Associate Director of the Law Annual Fund and the Assistant Director of Student Life, who together will present ideas, answer questions, and develop strategies.

If a student organization violates the Student Organization Fundraising Policy, the Law Center reserves the right to take appropriate administrative action up to and including loss of student organization privileges at the Law Center.

Definitions

1. **Donations:** Donations are gifts given to a student organization with no expectation of a measurable benefit to the donor. A donation may be tax deductible because the donor is giving a gift.
2. **Sponsorships:** Sponsorships are a business transaction where funding or other resources are given to a student organization in return for a measurable benefit, such as advertising, event participation, or signage. Sponsorships generally are not tax deductible because the sponsor receives a benefit from the transaction. In some cases, a portion of a sponsorship may be tax deductible if the dollar amount of the sponsorship is higher than the fair market value of the benefit that the sponsor receives. This determination would be made on a case-by-case basis by the Development Office in accordance with its Sponsorship Policy.
3. **Student Organizations:** Student Organizations include recognized student organizations and Barristers' Council. Fundraising for the Equal Justice Foundation summer public interest funding program and Home Court are excluded from this policy.

Fundraising from External Sources to Benefit Official Georgetown Law Student Organizations

1. Student Organizations are not permitted to directly solicit funding or accept unsolicited donations, including in-kind gifts, from outside sources (including law firms,

corporations, individual alumni, alumni groups, foundations, other businesses and other individuals affiliated with the Law Center, University and its students) without first receiving written approval from the Development Office and Office of Student Life.

2. Student Organizations are required to complete and submit a Student Group Fundraising Application form through Google Forms at least two weeks prior to any external communication with potential sponsors or donors. It is recommended to submit the application even further in advance to increase the probability of being funded. Approval of requests by the DO and OSL does not guarantee that the student group will receive funding from the organizations they are soliciting from.
3. The Development Office and the Office of Student Life will consider proposals for external funding for events and programs (workshops, symposia, speakers, etc.). Proposals for other purposes, such as student travel, will not be considered or approved. Travel requests should be submitted to the Student Travel Committee.
4. Firm or corporate donations to support programs or events is permissible provided that the value of any products and/or services that are received by the firm/ corporation at the event or through sponsorship of the student group is accounted for and noted in the tax acknowledgement letter.
5. Fundraising from firms/corporations may not directly financially benefit a (private or single individual member in the group. The student group cannot use funds to provide prizes or gifts for participating in a student activity.
6. Student Organizations may submit proposals requesting to seek or accept donation of a specific amount per event or program. Requests for funding exceeding \$5,000 will be considered on a case-by-case basis and only under exceptional circumstances.
7. The external communication to any potential sponsor must include an overview of the funding request which should include but is not limited to: sponsorship levels and potential benefits event title, date, venue and audience; amount requested and anticipated use of funding for event or sponsorship support; names of firm and specific proposed contact information of the firm being approached; name of student(s) who will be responsible for coordinating the fundraising effort, and any other relevant information.
8. If changes are made to the approved sponsorship template used by the student organization, a revised version will need to be approved by the Associate Director of Development prior to any subsequent outreach to a potential sponsor is made.

Fundraising by a Student Organization from the Georgetown Law Community to Benefit a Student Organization or an External Organization

1. Student Organizations are required to complete and submit a Student Group Fundraising Application form through Google Forms at least two weeks before the proposed date of the fundraiser. The application will be reviewed and approved by the Office of Student Life and the Development Office on a case-by-case basis.
2. Gifts made to a fundraiser to benefit an external organization are not considered charitable gifts to the Law Center or the University; therefore, donors will not receive any type of receipt recognized by the IRS from the Law Center or University.
3. The external organization receiving funds raised by the student group must be a 501(c)(3) organization and/or be approved by the Office of Student Life and the Development Office on a case-by-case basis. The OSL and DO reserves the right to reject applications to fundraise for any organizations whose work is in conflict with the mission of Georgetown University.
4. Any funds raised from the Georgetown Law Community, including faculty, staff, students (and prospective candidates), as well as visitors to the Georgetown Law Campus may not directly financially benefit a private or single individual member in the group. The student group cannot use funds to provide prizes or gifts for participating in a student activity.
5. Any funds raised from the Georgetown Law Community may not be used for student travel. As stated above, travel requests should be submitted to the Student Travel Committee.