

Policy Number:

Policy Revision Date:

Policy Category:

Policy Owner: Office of Student Affairs

Policy Audience: Students of Geisinger Commonwealth School of Medicine (GCSOM)

1. Definitions:

2. Introduction / Purpose:

This policy establishes the guidelines for fundraisers held by students and student clubs.

3. Governance and Enforcement:

The primary governance and enforcement of this policy falls to the Office of Student Affairs. Secondary governance and enforcement of this policy falls to Special Events, Finance, Alumni Relations, and the Geisinger Foundation (only if the event benefits GCSOM).

4. Policy:

Background:

1. Student organizations may only conduct fundraising on behalf of Geisinger. Students may also coordinate or participate in fundraising events/activities for a registered non-profit 501(c)(3) organization. Students may not conduct fundraising on behalf of an individual or a specific family.
 - a. Any student organization soliciting donations to support an organization other than GCSOM must make clear to any potential donor that they are volunteering on behalf of a not-for-profit independent entity whose solicitations are not endorsed by or connected to GCSOM.
 - b. Since student organizations may be soliciting donations from donors with whom GCSOM has or is cultivating a relationship, student organizations must provide their list of prospects to the Director of Alumni Relations and the Director of Special Events and Projects for review prior to making any solicitations.
2. Clubs or registered national chapters must select a designated student fundraising chair to serve as a liaison and communicate with the Foundation representatives, Finance, Special Events and Marketing.

- a. A student organization may sell non-consignment merchandise, food (e.g. bake sale) or non-alcoholic beverages on campus, if the sale does not conflict with a contract that GCSOM has with a vendor and does not violate any Geisinger healthy eating guidelines for sugar-sweetened beverages. Students are expected to follow proper Food Safety Guidelines (see FoodSafety.gov and GCSOM Building Use Policy).
- b. Sale of retail merchandise requires collection of state sales tax and must be discussed with Finance and/or the Foundation before the sale. (Tax will be the responsibility of the associated non-profit if fundraising is for an outside group.)
- c. All fundraising materials and communications must be approved through GCSOM Marketing and Communications and meet all Geisinger branding guidelines.
- d. Fundraising events requiring use of GCSOM facilities must be scheduled based on availability of resources and space reserved using the room reservation system and following the GCSOM Building Use Policy. Students will be responsible to notify Facilities and all other service providers activated through the Student Event/Meeting Request Form for this event immediately if an event is cancelled.

PROCEDURES FOR FUNDRAISERS FOR A REGISTERED NON-PROFIT ORGANIZATION

General Instructions

1. The Geisinger Foundation (only if the event benefits GCSOM) and the Director of Special Events and Projects require 30 days advance notice prior to any proposed fundraising event. Students must use the Student Event/Meeting Request Form available on the student tab of the portal. The request form to provide donations to or fundraise for a registered charitable non-profit organization must have club or group advisor's approval through email and uploaded to the MSC Fundraising Canvas page.
2. A statement of support on the organization's letterhead addressed to the GCSOM Student Affairs Office acknowledging that the fundraising will occur on its behalf and indicating the expected date of receipt of the donation. Once the letter is received the student must upload the letter to the MSC Fundraising Canvas page.
3. Proof of Federal Tax-Exempt Status for the charitable organization:
 - a. Tax-exempt determination letter or comparable documentation for organizations exempt from tax under Internal Revenue Code section 115 is needed and students must contact the charitable organization for this information.
4. The funds raised should not be solicited or processed as gifts to GCSOM or Geisinger Foundation; therefore, a GCSOM gift receipt will not be issued. Donations must be made directly to the approved organization. Checks should be made payable to the benefitting organization. Credit card gifts should be processed through the benefitting organization's system.
5. After the fundraiser is complete a statement of receipt on the organization's letterhead addressed to the GCSOM Office of Student Affairs clearly showing the amount raised for the organization. Once letter is received the student must upload the letter to the MSC Fundraising Canvas page.

Cash Handling and Deposits

1. Fundraisers for registered non-profits –
 - o All donations must be directly given to the organization
 - o No funds are to be deposited at GCSOM
2. GCSOM fundraisers
 - o Donations to be given to Geisinger Foundation representative for deposit into the correct Foundation fund which supports the identified purpose for GCSOM

RESTRICTIONS

1. Gambling or raffles (50/50 or basket) may not be conducted due to the complexity of the small games of chance license regulations. Certain registered non-profits may have their own small games of chance license, this must be established and monitored by the non-profit organization.

2. Use of online fundraising platforms or cash apps are ***not*** permitted (e.g., GoFundMe, PayPal, Venmo). At no time should any fundraising app or cash app be linked to an individual student's personal bank account.
3. Alcohol is prohibited at any student fundraising event.
4. Application for grant funding is prohibited, any grant related activities must be approved and overseen through the Geisinger Foundation by contacting the Director of Alumni Relations.