

**BROOKLYN LAW SCHOOL**

**POLICY ON FUNDRAISING BY STUDENT ORGANIZATIONS**

**ISSUING AUTHORITY:** Jennifer Lang, Dean of Students

**RESPONSIBLE OFFICER:** The Director of Student Activities

**DATE ISSUED:** February 12, 2017

**I. PURPOSE OF THE POLICY:** The purpose of this policy is to set forth the procedures for raising funds and soliciting donations and gifts by a student organization recognized by Brooklyn Law School. This policy does not cover sponsorship by an out

**II. TO WHOM THIS POLICY APPLIES:** This policy applies to all student organization leaders; members of student organizations; participants in school-sponsored activities such as moot court, journals, and competitions; and the personnel responsible for overseeing: (1) student organization activities; (2) the Law School’s development functions; and (3) the processing of funds raised or collected.

**III. POLICY DEFINITIONS:**

*Alumni* – A graduate or former student of the Law School

*Donations* – Money, items, property, or a service that is given to a charitable organization

*Dues* – An obligatory payment in exchange for organizational membership

*Event* – A planned public or social occasion

*Fundraising* – The act of generating financial support for a charity, cause, or other enterprise

*Gift* – Money, items, or property that is formally donated or bequeath

*Recognized Student Organizations* – Student organizations that are registered with and formally recognized by the Law School

**IV. POLICY STATEMENT:** Student organizations which seek to raise or solicit funds to supplement the allocations received from the Student Bar Association (“SBA”) must follow the procedures set forth in this policy, which covers the following activities:

1. The collection of fees to participate in an event, including entry/admission fees and ticket sales;
2. The collection of revenue from bake sales, service sales (e.g. car washing), or other activities intended to raise funds;<sup>1</sup>

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<sup>1</sup> There is no sales tax charged for such fundraising activities

3. The solicitation and receipt of gifts and donations from alumni, individuals, law firms, and corporations; and
4. The collection of proceeds from the sale of raffle tickets in accordance with New York State Charitable Gaming Laws and Regulations.

Please note that door-to-door solicitation on Law School property and the sale of items that violates the Law School's trademarks or existing contracts are *prohibited*.

Fundraising is permissible for the following activities:

1. To pay for the costs of attending relevant conferences and regional/national meetings related to the student organization;
2. Student competitions;
3. Speaker honoraria and related travel costs;
4. Costs related to sponsoring programs open to the entire student body; and
5. Other activities, projects, or events related to the mission the student organization.

The funds raised are not to be used for:

1. Parties or social events restricted to the student organization;
2. Recreational social activities unrelated to the organization's mission (e.g. social gatherings at a bar);
3. Activities in violation of Law School policy;
4. Fellowships that are not school-sponsored;
5. Political activities, including solicitations, rallying, campaigning, and endorsements;
6. The purchase of alcohol outside an event <sup>2</sup>; and
7. The purchases of illegal substances or to engage in illegal activity.

## **V. PROCESS:**

1. All student organizations which plan to undertake fundraising activities as defined in this policy must seek prior approval from the Director of Student Activities and the Office of Development. The organization must present a fundraising plan to the Director of Student Activities that sets forth the following:
  - a) The reason for the fundraising activity;
  - b) A description of the activities, the date, the location, or, if the activity is a solicitation for a donation or gift, how the organization plans to reach out to an individual or entity;

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<sup>2</sup> Please refer to the Law School's Alcoholic Beverages Policy located on the Policy Page of BLSCoconnect at <https://blsconnect.brooklaw.edu/administrative/policies/Pages/default>.

- c) A description of how the funds will be collected (e.g., entry fees at the door, donation checks, prior ticket sales);
  - d) A budget for the activity and estimated costs (e.g. a fundraising dinner will have overhead costs); and
  - e) An explanation of how the funds that are raised will be used.
2. In evaluating a request for fundraising approval, the Law School will consider:
- a) The consistency of the fundraising activity with the purpose of the recognized student organization;
  - b) Compatibility the Law School’s overall educational mission and ethics;
  - c) Compliance with applicable laws, rules, regulations, and school policies;
  - d) Potential conflicts of interests and the appearance of impropriety (e.g. accepting donations from a vendor in exchange for hiring the vendor); and
  - e) Whether additional insurance coverage will be needed for the activity.
3. All communications related to the fundraising activity must be reviewed and approved by the Office Development prior to distribution. This includes announcements, email solicitations, invitations, and printed tickets. The Office of Development will, in particular, review the language relating to the deductibility of the fee, donation, or gift and the process for providing receipts for charitable donations. Bake sales do not need approval from the Office of Development unless the Director of Student Activities determines otherwise.
4. All invitation lists containing external invitees and all solicitation lists must be approved by the Office of Development. Any additions to the list must be approved by Development.
5. All contracts related to the fundraising activity must be reviewed and approved by the Office of the General Counsel.
6. Student organizations are not permitted to keep cash or checks in their possession. All cash and checks must be submitted to the Office of Student Activities within one business day of collection.
7. All checks collected for student events must be made out to “Brooklyn Law School” and not to an individual student or an organization. All checks shall be remitted to the Director of Student Activities within one business day of the event or fundraising activity and the SBA will prepare them for deposit.

8. All donations and gifts must be remitted to the Office of Development immediately. In the case of any gifts or donations over \$1000, the Office of Development must be contacted before any funds are accepted.
9. Cash may only be collected using a method approved by the Director of Student Activities in order to ensure accountability. Once collected, the cash shall be prepared for collection pursuant to existing cash collection SBA guidelines.
10. The online collection of funds (Venmo, PayPal, ApplePay, etc.) is prohibited.
11. The Director of Student Activities will set forth any other guidelines relevant to the particular fundraising activity (e.g. bake sales, etc.).

**VI. FUNDRAISING FOR NON-AFFILIATED ORGANIZATIONS:** Student organizations may fundraise for non-affiliated charitable organizations (e.g. UNICEF) according to the following rules:

1. The charitable organization must submit a letter on its letterhead acknowledging that the fundraising that will occur on its behalf;
2. The charitable organization must provide documentation that it is a tax-exempt 501 (c)(3) entity registered with the State of New York;
3. The charitable organization will ensure in writing that it will be responsible for ensuring that the intended fundraising activity will comply with applicable laws, rules, and regulations;
4. The charitable organization will provide information about the organization and its services to be distributed as part of the fundraising activity;
5. The student organization is prohibited from using school funds to cover all costs incurred with the fundraising effort;
6. The student organization is prohibited from using school resources (computer, etc.) for the fundraising effort; and
7. The intended fundraising must be approved by the Director of Student Activities.

**VII. SANCTIONS:**

Violations of this policy may result in disciplinary action.

**VIII. DISCLAIMER**

This Policy does not form an agreement of any kind. It may be altered, modified, or rescinded at the discretion of Brooklyn Law School.