



UC San Diego

Policy & Procedure Manual

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USE OF UNIVERSITY PROPERTIES

Section: 510-1 SECTION XI

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SECTION XI - FUND RAISING

A. Policy

1. General

The purpose of any fund-raising activity must be to benefit:

- a. Official campus units, including student government: Consistent with the functions or goals of the unit;
- b. Registered campus organizations: Consistent with the organizations charter, by-laws or other founding instrument;
- c. Intercollegiate athletic teams: In support of team activities.

Campus units, registered campus organizations and intercollegiate athletic teams shall not raise funds for external agencies or individuals or subsequently transfer materials or services purchased from raised funds to external agencies or individuals.

The activity of fund raising through sale of goods/services or through production of events cannot be continuous so as to take the form of a commercial enterprise unless specifically authorized by the Vice Chancellor for Business and Finance. Refer to Section X, para. B. of this PPM for the definition of commercial.

Fund raising which inures to the personal gain of any person other than through a contractual arrangement is not permitted.

Refer to UCSD Student Handbook for additional information pertaining to students.

2. On-Campus Fund Raising

- a. Official University units, including student government, registered campus organizations, registered student organizations, recognized college organizations, and with the prior approval of the Chancellor, charitable organizations may raise funds on the campus consistent with these regulations. Fund raising by all others is prohibited as a matter of campus policy, provided, however, that fund raising other than for commercial purposes or personal financial gain may take place in outdoor areas of the campus open to the public generally. All fund-raising activities are subject to the University's time, place, and manner regulations.

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Fund raising activities are defined to include the collection of donations, the sale of materials, and the imposition of admission charges.

1. The campus policy allows only one on-campus fund-raising campaign annually by an external charitable organization. To qualify, the charitable organization must provide service to one or more communities of San Diego County.

Direct, personal solicitations of gifts and donations are not allowed unless approved by the Chancellor. Registered campus organizations may solicit voluntary donations from attendees at their own programs and meetings and in the same places and manner in which literature is permitted to be distributed (Section XII of this PPM).

- b. Sponsorship of a for-profit or non-profit organization on campus for an activity to raise funds is permitted if:
 1. The activity performed by the sponsored organization qualifies under the criteria for use of facilities by external organizations/individuals contained in Section IV, para. M of this PPM. The rationale that funds raised for the sponsoring unit benefit the primary purposes of the University is not acceptable as satisfying criteria for the use of facilities.
 2. All other University policies and procedures are followed; and
 3. At least fifty percent (50%) of the income after deduction of agreed upon expenses are donated to the University unit.

B. Procedures

1. Initial Approvals for Fund-Raising Activities

All on campus and off campus fund-raising activities are subject to the prior approval of the appropriate campus official(s). The initial official designated below will use his/her discretion as to whether a higher level of approval is warranted based on the form of the proposed activity and its magnitude. The designated official will also coordinate the request with the campus Development Office. The group raising funds must clearly specify the uses to which the proceeds are to be committed.

- a. Official Campus Units:
Approval of the Vice Chancellor, Dean, or Director to which the unit reports.
- b. Registered Student Organizations:
Approval of the Advisor, Student Organizations.
- c. Employee Associations:
Approval of the Vice Chancellor for Business and Finance.
- d. Other University Related Organizations:
University support groups which are associated with a particular unit of the University; e.g., Friends of the Library, obtain approval from the head of the

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unit who is responsible for securing approval from the Vice Chancellor, Dean or Director to which the unit reports.

Other University related organizations not associated with a particular unit would obtain approval of the Vice Chancellor for Business and Finance.

- e. Intercollegiate Athletic Teams:
Approval of the Physical Education Department Chair.

2. Subsequent Approvals and Procedures

Fund-raising activities are subject to University policies and procedures on Use of University Properties; e.g., calendaring, reservation of space, sponsorship of external organizations, use of University properties for commercial activities, and other relevant University regulations.

Additional procedures are:

a. Admission

Admission charges may be required for events on campus only if such events are sponsored by official University units or registered campus organizations (or with the Chancellor's approval, by charitable organizations).

Numbered tickets are required. Contact the University Events Office for ticket specification. Donations may not be required as a condition of admission to any campus event or meeting.

b. Financial Reports and Records

Funds raised by registered student organizations are to be directed through normal University accounting procedures.

Registered student organizations must file a completed financial statement with the Student Center Director within 48 hours of the fund-raising event or at the end of an extended fund-raising program. If fund-raising activities extend beyond a quarters end, a quarterly financial statement is submitted. All such reports will indicate the sums collected, expenses incurred, disposition of the proceeds, and, if applicable, a reconciliation between admission fees and tickets.

Official units are subject to accounting and reporting procedures specified by the campus Accounting Officer.

University support groups which raise funds off campus for the University may be required to maintain financial records in a form defined by the University and periodically submit financial reports.

All other registered campus organizations normally will maintain an internal financial record and reporting system.

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c. Audits

The University reserves the right to audit the financial records of registered campus organizations which use University properties to raise funds and University support groups raising funds off campus for University programs when:

1. a complaint of financial irregularity is made; or
2. when there are grounds to believe that funds raised have not been used for the purpose of the organization or for the specific purpose for which the funds were raised.

d. Food Sales

Provide Environmental Health & Safety Office (EH&S) with a description of proposed food sales. EH & S prior clearance is required to insure that the applicable law and the rules and regulations promulgated thereunder are being followed.

e. Required Notifications

The appropriate Public Information Office is to be advised of any major event prior to the release of publicity so that responses can be made to inquiries from the media and individuals.

The Police Office is to be advised of any major event so that officers can direct persons to the event and assist in security and crowd control, if necessary. Police may require outside security guards to be hired by the group sponsoring the event to supplement campus police staff.

f. Liability and Legal Matters

Major events and, in particular, those which are open to the general public are to be reviewed by the Business Office to determine whether there are any major liabilities or unlawful activities; e.g. gambling, sale of alcohol, games of chance (see below). The Business Office will coordinate with the appropriate parties, including the University of California General Counsel and the Systemwide Insurance Office, to work out solutions to legal problems.

For the purpose of reference, games of chance (lotteries) are illegal in the State of California. The following is quoted from the State of California Penal Code, Sections 319, 320, 322, and 330.2:

A lottery is any scheme for the disposal or distribution of property by chance, among persons who have paid or promised to pay any valuable consideration for the chance of obtaining such property or a portion of it, or for any share or any interest in such property, upon any agreement, understanding, or expectation that it is to be distributed or disposed of by lot or chance, whether called a lottery, raffle, or gift-enterprise, or by whatever name the same may be known.

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A thing of value is defined to be any money, coin, currency, check, chip, allowance, token, credit, merchandise, property, or any representative of value.

g. Parking

Consult with the Parking and Transit Systems Office prior to scheduling a major event open to the general public to find out when and where parking space is available on campus and where signs should be posted.