Guidelines for Fundraising within Academic Classrooms: Forms, Policies, and Procedures

Preface: As an academic institution committed to the principles of liberal education and professional studies, Assumption College recognizes that learning opportunities are not limited exclusively to the classroom. Academic and co-curricular opportunities often, by design, overlap and reinforce one another with significant educational benefits to students.

All fundraising activities at Assumption College must align with the College’s mission which is “rooted in the Catholic intellectual tradition, (and) strives to form graduates known for critical intelligence, thoughtful citizenship and compassionate service.” Fundraising undertaken within the context of an academic course must have clear educational benefits for students enrolled in the course, and these learning outcomes should be clearly articulated on the course syllabus. Thus Assumption supports charitable fundraising within a course, for mission-consistent programs, when such fundraising helps students develop skills and abilities tied to course objectives.

Forms: Faculty who wish to sponsor fundraising activities in their course or courses should submit a Program Registration Form with the Office of the Provost. The Program Registration Form is available on-line. Go to www.assumption.edu and scroll to the bottom of the page; click Faculty and Staff (highlighted in blue). File an attachment or a hard copy of the registration form with Louise Carroll Keeley in the Office of the Provost. You may reach her at lkeeley@assumption.edu or by phone at extension 7143.

Policies and Procedures:

- As noted above, fundraising can provide a valuable learning opportunity for students but it necessitates keeping multiple constituencies in the information loop and complying with the policies established by various offices. If your project includes any planned event, solicitation, sale, or advertising on this campus it must be conducted in compliance with the procedures established by the Office of Student Affairs.

- What advice should you offer students as they begin their project? Advise student delegates representing the group that they must meet with Eric Swindle, Director of the Office of Student Activities (eswindle@assumption.edu extension 7493) at the beginning of their planning efforts to discuss their scheduling, facility, and programming needs. At the time of this meeting students will pick up a copy of the required Student Activities Fundraising Form. This form must be completed and authorized before undertaking any further planning.
activity. This form will require your signature as the sponsoring faculty member. If students plan to solicit funds in the residence halls, it will also require the signature of Conway Campbell, Director of Residential Life.

- How can students advertise their fundraising efforts?

1. All postings must adhere to campus posting policies and be stamped by the Office of Student Activities.
2. Communication will take place through the MyAssumption portal. This communication will be coordinated through the Office of Student Activities. We suggest utilizing FYIs and Event listings to inform the Assumption community. Use one FYI to announce the project; one reminder FYI; and one FYI as the project is about to conclude. Email is no longer available as a promotional channel.
3. There are opportunities to post event information on the College Web site and the Social Web. Contact the Public Affairs Office to determine if your project/event qualifies for those promotional channels. Contact Stephen Kostrzewa at skostrzewa@assumption.edu.
4. Contact Ted Haley, Director of Media Services, (thaley@assumption.edu Media Center; extension 7215) to discuss opportunities for advertising on ACTV. Contact the staff and/or faculty advisor of the Provocateur to place an advertisement in the student newspaper.
5. Contact the Director of Student Activities for available dates and locations for information booths and vending space in Hagan Campus Center.
6. Students are not allowed to solicit funds in campus departments or offices. In particular, academic departments or offices may not be solicited and departmental funds may not be contributed to any fundraising effort or charitable giving.

- Events may not be scheduled during study days or final examination periods.

- Lecturers should refrain from soliciting donations at their lectures. Instead, we encourage them to supply an on-line link for donation information.

- All fundraising efforts must respect College policies and community standards. Local recipients of charitable giving should have some clear connection to or relationship with the College (i.e. organizations supported by the United Way and/or The Reach Out Center). If your group plans to raise money for a national or international organization, we ask that you inform Mike Rubino.
• Note: Faculty members who wish to fundraise for charitable purposes outside the classroom environment should consult with, and be governed by, the college policies developed by Human Resources. Our HR Director, Grace Blunt, may be reached by email at gblunt@assumption.edu or by phone at extension 7172.

• In accordance with our mission, Assumption College is committed to raising money for major disaster relief on a national or an international scale. Ordinarily, Paul Belsito in the President’s Office will coordinate our efforts.