**ADDENDUM A**

**Student Organization Account and Fundraising Guidelines**

*Effective 5.5.2014*

*Updated for PAWPrint 8.18.14*

**Purpose**

These guidelines are necessary to:

* Provide guidance to University of Northern Iowa student organizations and to University of Northern Iowa Foundation staff about the size and structure of private gift funds necessary to establish named gift accounts within the Foundation
* Ensure funds will be sufficient in size to fully support the desired purposes for which gift funds will be used
* Provide a mechanism for evaluating proposed student organization accounts

**Approval Process for Accounts**

Student organizations interested in establishing an account should meet with The Office of Student Involvement to begin the process. Sports Clubs should meet with the Sports Club Coordinator. The Office of Student Involvement must be involved as early as possible in discussions with the student organization seeking to establish a UNI Foundation gift account.

\*\*\**For the use of the PAWprint program specifically, students should turn in application and/or meet with the main contact in order to move forward in the process. Once the organization’s profile is approved by campus committee, the process of establishing an account with the foundation will begin.*

**Documentation**

The student organization must be on the current list of registered student organizations maintained by the Northern Iowa Student Government (NISG) and The Office of Student Involvement.

Requests for new UNI Foundation gift accounts should be documented in a written application and must include the signature of The Office of Student Involvement or designee.

The student organization must submit a fundraising plan that describes:

* why private gifts are needed
* how they will be used
* how much the organization hopes to raise annually
* through what means
* from what audience of prospective contributors

**Student Organization Fund Administration**

The account must be opened with a minimum of $1,000 and/or the student organization must demonstrate the ability to raise $1,000 within one year.

If the fund balance falls below $100 for two consecutive years and additional fundraising does not occur, the remaining funds will be expended for the specified purpose and the account will be closed. If the fund's purpose has become no longer necessary, practical, or possible to perform, the remaining balance will be spent at the discretion of the UNI Foundation.

A small, one-time fee (currently 5 percent) will be applied to all non-endowed gifts up to

$500,000 when the gift is received by either the University or the UNI Foundation.

Advance approval from the UNI Foundation is required for all solicitations and proposals made on behalf of the student organization account and must include the following wording:

If the purpose of this fund becomes no longer necessary, practical, or possible to perform, the remaining balance of this account will be spent at the discretion of the UNI Foundation.

The student organization must pay, or prove its ability to pay, for any fundraising materials or services requested and provided for the group by the UNI Foundation, such as labels, contribution forms, business reply envelopes, and web page development. Fundraising materials produced by the student organization or other agency must be reviewed and approved by the UNI Foundation prior to distribution. These materials should be routed to the UNI Foundation staff.