

POLICY ON FUNDRAISING AND SOLICITING GIFTS

Approving Authority: President and Chief Executive Officer

Administrative Responsibility: Director, Policy Research and Advocacy

Original Approval Date: November 29, 2019

Date of Most Recent Review/Revision:

Related Policies, Procedures, and Documents: *Clubs and Associations Procedures Manual*

1. Purpose

- 1.1. This policy outlines the relevant guidelines for undertaking fundraising activities at Laurier, and soliciting donations from students.

2. Definitions

- 2.1. **Cash gifts:** Generally include cheques, money orders, bank drafts, as well as cash; Donations made by debit card and credit card are also considered cash gifts.
- 2.2. **Charitable organization:** Is established as a corporation, a trust, or under a constitution; has exclusively charitable purposes; primarily carries on its own charitable activities, but may also gift funds to other qualified donees; more than 50% of its governing directors must be at arm's length with each other; generally receives its funding from a variety of arm's length donors; and its income cannot be used for the personal benefit of any of its members, shareholders, or governing officials.

3. Jurisdiction/Scope

- 3.1. This policy applies to:
 - 3.1.1. All Students' Union activities and programming
 - 3.1.2. Activities and programming organized by Students' Union clubs, faculty associations, or faculty-based clubs.

4. Policy

- 4.1. Wilfrid Laurier University Students' Union is a registered not-for-profit organization and not a charity, meaning it is not authorized to issue tax receipts.
- 4.2. As outlined in the Students' Union operating procedures agreement with Wilfrid Laurier University, there are opportunities for partnership on fundraising activities that are

ancillary and incidental to the University's charitable educational purposes;

- 4.2.1. Any activity undertaken by the Students' Union for which the University will accept and receipt charitable donations is at the sole discretion of the University, with the terms and accountabilities addressed in advance in a separate written agreement.
- 4.3. As per the Students' Union *Clubs and Associations Procedures Manual*, clubs and faculty associations may make cash gifts to registered charitable and non-profit organizations – with generated funds only – following the approval of the (A)VP: Clubs and Associations.
- 4.4. Fundraising on behalf of third-party organizations is permitted through both formal and informal agreements established or authorized by the Students' Union.
- 4.5. The financial needs of students must always be considered when making the decision to solicit cash gifts on campus.
- 4.6. Mandatory cash gift donations (e.g. to attend an event) are not permitted.