



Fundraising Guidelines for UAF Student Clubs and Organizations

1.) Why can't donors give directly to individual clubs?

- a. The IRS has established clear rules for student organizations seeking charitable gifts. The University of Alaska Foundation can no longer accept contributions intended for the support of specific student organizations. Due to the strictly defined nature of student clubs and their membership they cannot receive charitable gifts under the umbrella of the University of Alaska's non-profit status as it is viewed as biased or favoritism toward an individual person or group of people.
- b. In order for a business or organization to ensure that their gift be seen as a charitable donation they must designate their gift to the Leadership Program at UAF as a whole, a college or school or program, not an individual club, unless that club has its own non-profit, tax-exempt status 501(c)(3).

2.) Can an individual club become its own 501(c)(3)?

- a. IRS information on how to become a 501(c)(3) is here <http://www.irs.gov/Charities-&-Non-Profits/Application-for-Recognition-of-Exemption>.
- b. Not only is there an IRS process, but there is an internal UAF process as well. The clubs and organizations must contact UA General Counsel before seeking their own non-profit status as there are significant legal ramifications that can affect students and the University.
- c. Be aware that the IRS requires very extensive reporting and record keeping in order to maintain non-profit status. The student organization should carefully consider this option and discuss it with the Leadership Program.

3.) What are the University's guidelines when it comes to fundraising or soliciting donors?

- a. The university and its students cannot solicit businesses for charitable donation for individual student clubs (see question 1).
- b. Therefore, students should not solicit businesses for donations and/or sponsorships.
- c. We recognize the need for funding for our student clubs and organizations, therefore the university is working on their behalf in following ways:

- i. Student clubs and organizations can apply for funding through a “grant” process provided by the Leadership Program. Please contact Cara Hollingsworth for further details on this process.
Email: clhollingsworth@alaska.edu
Phone: 474-1183
- ii. Through a grant process through club council. Please contact Josh Hovis for further details on this process.
Email: jwhovis@alaska.edu
Phone: 474-1959
- iii. In addition, student clubs and organizations are free to conduct bake sales, car washes, and the like in order to raise money for club activities, events, etc.

4.) What if a business wants to give and they don't care if it is charitable?

- a. According to Board of Regents Policy (05.14.030) “The solicitation and acceptance of charitable gifts for the benefit of the University of Alaska will be done in manner that yields the greatest possible outcome for the University and the donor. Regents’ Policy requires that all solicitations be coordinated through the Statewide Office of Development, in accordance with the process established through the Prospect Management and Tracking System.”
- b. The UAF Development office works closely with the Statewide Office of Development to maintain relationships with corporations, alumni and friends in order to raise funds for the university’s priorities. If your program, unit or department has a fundraising need, please first contact your dean, director or development officer to determine if the program is a priority for your college or school. The Development office works with each dean and director to convey university needs when communicating with potential donors.

5.) For further information, please also refer to the UAF Policy 05.14.031, (Fundraising Coordinator Policy) on the Chancellor’s website:

<http://www.uaf.edu/chancellor/policy/05.14.031/>

6.) If you need further assistance, please contact the Development Office:

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