

## Fundraising / Donations Policy



1. Student Organizations interested in fundraising at Dining Services locations must first set up a meeting with the Director of Dining Services and the group's advisor.
2. Dining Services locations may be used as points of donation.
3. Dining Services will work with the student group to facilitate the donations. The group's advisor must be involved and instrumental in the group's planning and execution process.
4. Donations may be made with cash or CampusCash only. Specific donation locations will be determined by Dining Services.
5. Student donations may also be collected with a CampusCash Donation Form. This may be done when groups wish to gather donations outside of dining locations. These donations would then be processed through the Campus Card office.
6. **Meal Plan meals may not be used for fundraising or donation purposes.**
7. There are a limited number of fundraising opportunities available through Dining Services. Requests will be considered on a first-come first-serve basis. An event example: the 'Walk for Hope to Cure Breast Cancer'.

### Meals-In-Lieu Program

Dining Services will only use signed off meals, 'meals-in-lieu', for functions that meet the following criteria:

- The alternative use is on-campus and catered by Dining Services.
  - An example would be if a student organization wanted to have a BBQ for Manchester Village residents on campus. Dining Services would provide the food. Invitees would be able to sign up for the event and have a meal deducted from their Meal Plan for attending the BBQ. The student group is responsible for collecting a completed 'meals-in-lieu' form with participant information, and turning it in to Dining Services at least four business days before the event date.
- The students signing off the meals must be participating in the alternative event.
- Exception will be granted for the annual Special Olympics and Hunger Banquet events.

*Contact the Dining Services office to make an appointment with Carol Norman, Director of Dining Services, to discuss your fundraiser (619) 260-8883.*