

# Colorado State University

## FRATERNITY AND SORORITY LIFE

### Fraternity & Sorority Joint Policy on Philanthropy & Fundraising Events

(Governing all chapters of the Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Association)

#### Preface

This policy was approved by the Interfraternity Council on 4.24.17, by the Multicultural Greek Council on (vote pending), and by the Panhellenic Council on 5.1.17.

All fraternity and sorority entities must follow their inter/national organization's philanthropy event policies and procedures. In the event of a discrepancy between the Fraternity & Sorority Joint Policy on Philanthropy & Fundraising Events and an inter/national organization's policies, the chapter shall follow whichever guidelines are stricter. In the event of co-sponsored philanthropy events, the most stringent policies of the participating organizations must be followed by all chapters.

A philanthropy event is defined as any event hosted by a recognized chapter or pre-chartered organization at Colorado State University at which funds or resources are being raised for a 501(c)(3) nonprofit organization or beneficiary that is not the hosting entity(ies). Philanthropy events may also be hosted for charitable causes of significance to the hosting organization (i.e. supporting chapter members experiences loss or health concerns) An event that meets the definition of a philanthropy must undergo the philanthropy registration process and must be compliant with all CSU policy.

A fundraising event is defined as any event hosted by a recognized chapter or pre-chartered organization at Colorado State University in which funds are being raised to provide financial assistance to the hosting organization. An event that meets the definition of a fundraiser must undergo the fundraising registration process and must be compliant with all CSU policy.

#### Amendments and Enforcement

Amendments to the Fraternity & Sorority Joint Policy on Philanthropy & Fundraising Events shall be voted on and approved by each active governing council and must receive a two-thirds (2/3) vote of all active and present voting chapters. Amendments to the Fraternity & Sorority Joint Policy on Philanthropy & Fundraising Event shall not take effect until passed by all active governing councils.

All alleged violations of the Fraternity & Sorority Joint Policy on Philanthropy & Fundraising Events may be referred to the Joint Judicial Board, made up of members from each active governing council.

#### Philanthropy & Fundraising Event Types:

1. Signature Events: shall be defined as large-scale philanthropy or fundraising events that require participants' attendance for two hours or more and often require participant registration and/or participant teams. Common examples of signature philanthropy events include sports tournaments, weeklong programming, and other large-scale competitions (such as pageants or talent shows). Proceeds generated will be donated to a 501(c)(3) nonprofit organization or a cause for which the chapter is fundraising (if you are fundraising for a non-501(c)(3) you must provide written documentation to the

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- participants/donors that their donation is not tax deductible).
2. Drop-In Events: shall be defined as small-scale events of a drop-in in nature, meaning that participants can choose to attend the event for any length of time. Common examples of drop-in events include meals, dessert receptions, etc. These events typically include presale and/or day of tickets, which are redeem for a particular service (like dinner.)
  3. Awareness/Educational Events: shall be defined as events with a primary purpose of education or awareness related to philanthropic cause or social movement. Common examples of educational/awareness events include bone/blood drives, book and clothing drives, educational/leadership conferences, educational speakers, etc. It is important to note that educational/awareness events may or may not generate revenue.
  4. Percentage Nights: shall be defined as an event held in partnership with a local business, where a certain percentage of sales generated will be donated to a 501(c)(3) nonprofit organization or a cause for which the chapter is fundraising. (If you are fundraising for a non-501(c)(3) you must provide written documentation to the local business you are partnering with and your individual attendees/donors that their donation is not tax deductible).
  5. Sale: shall be defined as an event where the chapter is selling goods or services (food, t-shirts, bracelets etc.) with the intention of donating the proceeds to a 501(c)(3) nonprofit organization or beneficiary or to provide financial assistance to the chapter. (In fundraising instances, you must provide written documentation to the participants/donors that their donation is not tax deductible).

### Rules Governing Philanthropy & Fundraising Events:

1. All philanthropy and fundraising events, excluding percentage nights hosted at a third-party venue with a state liquor license, must be substance free. Chapters may not generate revenue from the sale of alcohol.
2. Should a philanthropy or fundraising event be hosted in conjunction with a tailgate on the Colorado State University campus in approved and reserved tailgating areas, the immediate area surrounding the event (as defined by perimeter controls) must be alcohol free.
3. Chapters may not generate revenue from the sale of chapter members or other human beings or their direct services. Chapters may participate in auctioning experiences or other goods.
4. Philanthropy or fundraising events may not include date auctions, or other events that could be construed as promoting racial insensitivity, gender insensitivity, or the objectification of populations of people.
5. Should a philanthropy or fundraising event be hosted that might endanger personal safety (i.e. sporting events, obstacle courses, straining physical activity), the hosting organization must follow all CSU regulations to ensure the safety of the individual participants. Such measures might include clearly posted descriptions of events and activities (at the point of registration), the presence of referees, the use of liability waivers, and/or the presence of safety official or medical personnel.

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### Event Planning:

1. All chapters are limited to one signature event each semester.
2. All philanthropy events must be registered through the Philanthropy Event Registration Form in accordance with philanthropy event registration procedures.
3. All fundraising events must be registered through the Fundraising Event Registration Form in accordance with fundraising event registration procedures.
4. All recognized entities hosting philanthropy or fundraising events without registration or after registration denial may be referred to the Joint Judicial Board.
5. Each organization will register their respective event (date, time, and location) at least four weeks prior to the event's scheduled date. Failure to do so may result in the denial of the event registration.
6. Only one philanthropy event for the fraternity and sorority community will be approved for each weekday (Monday through Friday).
7. No more than two philanthropy events for the fraternity and sorority community shall be approved on the same weekend day (Saturday and Sunday), and should there be two events on the same day, they must not overlap for more than two hours.
8. Events will not be approved if scheduled during normally scheduled community events, such as council meetings, CSUnity, Fall Clean-up, F/S Fest Events, etc.
9. All philanthropy events should demonstrate why their philanthropic cause is important, including but not limited to educational informational booths, speakers from the organization, and video presentations.

### Event Registration:

1. All chapters will submit their philanthropy or fundraising event using their respective registration form.
2. Chapters will use the Registration Form to submit philanthropy or fundraising events for review and approval at least four weeks prior to the event's scheduled date.
3. Chapters will email the FSL Community Service & Philanthropy Intern ([fsl\\_csp@mail.colostate.edu](mailto:fsl_csp@mail.colostate.edu)) to submit revisions to existing events and cancellation notifications at least three days prior to the event date.
4. Registration forms will be reviewed and processed in the order received.
5. Chapters that properly complete the Registration Form will receive confirmation of approval from the governing council's designee, and may advertise to the fraternity and sorority community and CSU as desired.
6. If the event overlaps with a previously approved event during a weekday, the event shall be denied.
7. If the event overlaps with a previously approved event during a weekend day for more than two (2) hours, the event shall be denied.
8. If the event falls on a date that has an already scheduled event, such as during normally scheduled community events, the event registration will be denied.
9. Events that are denied may not be advertised, including but not limited to social media, general meetings, and council meetings.

### Additional Philanthropy Event Request:

1. Chapters wishing to hold an additional event or an event spanning across multiple days must select the "Submit an Additional Philanthropy Event Request" button on the Philanthropy Event Registration Form.
2. Additional philanthropy event requests will be reviewed and processed in the order received.
3. Approval of additional philanthropy events is at the discretion of the governing councils' designee responsible for reviewing event registration.