

# North Dakota State University

## Policy Manual

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### SECTION 150 COMMERCIAL AND FUND-RAISING ACTIVITIES

SOURCE: NDSU President  
Rights and Responsibilities of Community: A Code of Student Conduct

1. Recognized student organizations must register fundraising activities with the Associate Director of Student Activities at least two (2) weeks prior to advertising or initiating fundraising efforts.

Activities or items associated with fundraisers must be consistent with University policies.

Student organizations may use university facilities for sponsoring events at which an admission is charged or donations are solicited, provided that the group has worked with appropriate departments in reserving facilities and coordinating activities. Facility rental fees may be assessed for events at which admission is charged.

2. Organizations not affiliated with NDSU and Individuals (regardless of affiliation with NDSU) may not advertise, sell, conduct a business, or raise funds on the campus or in university residences without first registering and receiving written permission from the following:

**In all University apartments**, from the Assistant Director for University Apartments. Commercial activities in public areas of University Apartments will not be allowed.

**In residence halls**, from the Associate Director of Residence Life. Commercial activities in public areas of residence halls will not be allowed.

**In fraternity or sorority houses**, from the president of the individual fraternity or sorority; permission will be limited to allowing commercial activities in public areas - not including rooms or corridors.

**In Memorial Union**, from the Memorial Union Administrative Office. Approval requires a confirmed reservation of space in the Memorial Union. Rental fees (if applicable) will be assessed for space utilized for these purposes.

**In the Wellness Center**, from the Wellness Center Director or the Director's designee.

**In all other areas**, please consult the Memorial Union Administrative Office for referral to the appropriate University official.

3. Parking areas (Leaflets) Placing flyers or other leaflets on vehicles on the NDSU campus, including those in NDSU parking lots, is prohibited. Information left on vehicles will be removed and destroyed. If litter results from such activities, the sponsoring individual/group may be required to pick up discarded flyers or may be billed by the University for providing that service.
4. Raffles or lotteries require a permit from the City of Fargo. Permit applications may be obtained from the City Auditor's office or the Student Activities Office.

Fundraisers specifically for employees or students due to severe emergencies or hardships may be performed on University property only if it is sponsored by a University department or by a recognized student organization. These fundraisers shall be for those NDSU employees and students who have experienced severe emergencies or hardships such as losing their home and/or all their belongings due to fire or natural disaster, or financial hardship through overwhelming and unforeseeable medical expenses. In the event of such fundraisers, no state funding shall be used, nor shall there any use of consumable state property.

There shall be strict accounting of the costs associated with the fundraiser, as well as an accounting of both donated cash and donated items for the individual or family. The responsibility and accountability of the fundraising activities shall be with the individual fundraiser organizers/planners, not the sponsoring department or student organization. NDSU shall not be held responsible for such fundraising activities beyond the normal use of University facilities.

5. In all fundraising activities for employees or students, activities and items associated with it must be consistent with University policies.

NDSU departments and student organizations wishing to sponsor a fundraiser for an employee or student shall go through the appropriate channels to secure the facilities needed. In the case of fundraisers for NDSU employees, the event must be approved by the appropriate Vice President/Provost; fundraisers for students need to go through the Vice Provost for Student Affairs and Enrollment Management or designee.

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HISTORY:

New	July 1990
Amended	August 2005
Amended	October 20, 2010
Housekeeping	September 29, 2015
Housekeeping	August 25, 2017
Housekeeping	July 11, 2018