

Non-Profit Donation/Fundraiser Activity
Information and Registration Form for SUNY Oswego Employees

This form is to be used by SUNY Oswego employees who are engaged in external, non-profit donation and/or fundraiser activities that are independent of any College sponsored fundraising activities. Fundraising is defined as non-commercial events or programs through which money is donated or exchanged for goods, services or membership and the funds raised are intended for the educational, public service or non-profit use of the sponsoring organization. Non-profit organizations are defined as organizations not sanctioned or sponsored by the College.

Employees of the College working with non-profit organizations shall not engage in donation and/or fundraiser activities that promote or condone behavior that violates college policies or local, state or federal law or are not congruent with the educational purpose of the college. Non-profit fundraising organizers or groups are not permitted to process applications for credit cards on college property.

Employees partnering with non-profit fundraising organizations may not use college owned supplies (i.e. paper, envelopes, etc.). However, non-profit fundraising organizations may be permitted to use college facilities and grounds to conduct donation and/or fundraiser activities only upon registration by using the form below. Such activities must only be conducted during non-work hours. To register a non-profit sponsored donation and/or fundraiser activity, please complete the below form and return to: **SUNY Oswego Human Resources Office, 201 Culkin Hall**. Please contact 315-312-2230 or HR@oswego.edu if you have any questions.

REGISTRATION FORM:

Employee name(s) ...person(s) conducting donation and/or fundraiser activity:

Phone number: (____) _____ Email address: _____

Donation/Fundraiser event name: _____

Name of sponsoring organization: _____

Proceeds from the event will go to: _____

Date/time donation/fundraiser activity begins and ends (*non-work hours only*): _____

Desired location(s) for fundraising activity: _____

Does your donation/fundraiser activity require any set-up or campus resources? Please explain.

Are you planning to post flyers or place any form of signage in campus buildings? _____

For Office Use Only

Approval of Registration

Signature: _____ Date: _____