

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY

Obtaining Approval for Student Clubs and Organizations to Solicit Donations On or Off Campus

1. Solicit Donations on Campus Only

A Student Activity Request must be submitted to the Student Life Office that describes the purpose of the solicitation and identifies who will receive the items that will be donated. The above mentioned request must be signed by the club sponsor and the sponsor's department head or supervisor. The sponsor must be designated as the person responsible for coordinating the donation drive. The club sponsor must keep documentation on file concerning the items that were donated, and to whom those items were awarded. The club sponsor must contact the Student Life Office to verify approval of the request before the group may begin soliciting donations on campus.

2. Solicit Donations off Campus (local & area businesses)

For a student club or organization to be approved to solicit donations off campus, the sponsor of the club must first take the following steps:

- a) Submit a memorandum to the Student Life Office requesting approval to solicit donations off campus, specify the purpose of the solicitation, identify who will receive the items that will be donated, and assume the responsibility of being the coordinator of the donation drive.
- b) Attach a Student Activity Request to the above mentioned memorandum and submit both to the Student Life Office for consideration of approval.
- c) Once your club or organization's request has been approved and verified through the Student Life Office, the donation drive coordinator must meet with all student members who are interested in soliciting donations. Each participating student must be assigned specific businesses to solicit. No one business may be solicited by more than one student.
- d) Students must provide the donation drive coordinator documentation regarding the businesses they visited and what items were donated to the club. This information must be forwarded to the Student Life Office via the donation drive coordinator.

- e) The donation drive coordinator must provide the Student Life Office with a list of individuals' names who were awarded the above mentioned donated prizes. The list must clearly identify the person and the item that was awarded.
- f) The donation drive coordinator must thank all businesses that participated in the donation drive by sending a written thank you letter to their place of business.

Please Note: If more than one student club or organization requests approval to solicit donations, the donation drive coordinators must meet with the Director of Student Life and be assigned different areas of town to solicit. If the purpose of the groups are similar, it would be desirable if the student clubs or organizations would combine their efforts and work together.

After the club sponsor has completed steps (a) through (b), the Student Life Office will respond in writing by sending the sponsor an agreement which specifies the requirements of the sponsor and club or organization. This agreement must be signed and dated by the club sponsor and returned to the Student Life Office. Once this has been completed, the Student Life Office will contact the sponsor to notify him/her if their club or organization has been approved to solicit donations off campus. To allow students to begin solicitations prior to completing all the above-mentioned steps is in violation of university policy.

For additional information concerning the process of gaining approval for student clubs and organizations to solicit donations on or off campus, please contact the Student Life Office at x5456.