

Fundraising

Updated 2023

All organizations must make the purpose of their fundraising clear by using the following "Proceeds Language" on tickets, marketing materials, and other correspondence.

Proceeds from this [donation/ticket/etc.] will first be applied to the cost of the event. Net proceeds will be given to [specified group] to benefit the mission of their organization. This is not a tax-deductible donation to Chapman University.

Any fundraising event at which \$5,000 or more is planned to be raised for Chapman University must be approved by the Executive Vice President and Chief Advancement Officer. Please contact your SOA or GLA for assistance with this approval. Federal and state law govern the processes for raffles and auctions. You must work with your SOA or GLA before planning a raffle.

On-Campus Fundraising Options

1. The University has credit card machines and small change funds available to check out. Please contact the Cashiers' Office 714-997-6838 or email cashier@chapman.edu. They will be able to assist with the checkout process. Please use the [Cashier deposit form](#) when depositing funds with the Cashiers Office.
2. To request the ability to collect money online, please complete the [Ecommerce request form](#) which will be reviewed by your SOA and Cashier's Office to establish next steps. This process can take 2-4 weeks
3. Groups interested in selling food or beverages on campus as a fundraiser must have it approved by Sodexo (catering@chapman.edu) in advance, even if the supplies total less than \$250. All food must be pre-packaged or commercially made for food safety precautions.

Off-Campus Solicitations/Fundraising

Donations to student organizations are actually contributions to Chapman and thus must follow all fiscal policy. Solicitations of businesses or off campus individuals needs to be approved by University Advancement BEFORE SOLICITATION BEGINS. Please contact your SOA for assistance in getting approval. Keep in mind the following:

1. Donations must be freely given, with no strings attached, and serve the Chapman mission.
2. Donations may be monetary (gifts), or services or items (in-kind gifts).
3. Checks should be made payable to Chapman University, with the Student Organization name listed in the memo. Checks can be mailed to:

Chapman University
Attn: Department of Student Engagement (AF 303)
One University Drive
Orange, CA 92866

4. Cash, items or services are not considered donations if the donating company or organization gets something in return (i.e. promotion of their business or service, handing out flyers, etc.). If you are only listing their name on a program or banner, it may be considered a donation.

Gifts by off campus individuals or businesses should be given to the Gift Recorder in University Advancement at 633 W. Palm or 714-744-7690 who will record it for tax purposes and deposit it into the student organization account.

Fundraising for Non-Profit, Charity, or Other Non-Chapman Entity

Donations collected that will then be given to a charity or off-campus organization, are not considered donations to Chapman. University funds can never be donated to a charitable organization, thus only net proceeds and money that has been specifically raised for charity can be donated to that select cause. No donations can be made to political parties or candidates. The "Proceeds Language" provided above must be included on all tickets, marketing materials, and other correspondence related to the collection of money.