

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

2.2 FUND RAISING AND CANVASSING

Classification: Financial

Effective Date: 01JUN97

Supersedes: 01MAY94

FUND RAISING POLICY

- 1.00 The University frequently has need for resources for special purposes and may undertake to solicit the necessary funds.
- 2.00 It is important that all University fund raising be coordinated so as not to embarrass, annoy or offend the donor or potential donor. For this reason, prior approval of the Vice-President (External) is required in each case for the solicitation of funds in the name of the University, except in the case of major fund raising drives, in which case approval of the President and the Board of Governors is required.
- 3.00 On the death of a member of the University community, colleagues and friends may wish to initiate a memorial fund with the aim of establishing a scholarship or prize, or a similar suitable memorial in the name of the deceased, with contributions being on a personal basis. In instances where referring the matter to the Board of Governors would be impractical, the Board has delegated authority to the Vice-President (External), in consultation with the President, to approve such proposals for memorial funds and the solicitation of contributions thereto in the name of the University.
- 4.00 All fund raising activities will be expected to conform to the general ethical standards prevailing at the University.

CANVASSING POLICY

- 5.00 The Board of Governors has delegated to the Vice-President (External) authority to approve the canvassing or solicitation of subscriptions or funds on University property, and no such activity will be undertaken until such prior approval has been obtained.

PROCEDURE

- 6.00 With the exception of requests from student groups or external charitable or non-profit groups, all requests or proposals for fund raising or canvassing will be forwarded through the appropriate channels to the Vice-President (External).
- 7.00 All requests or proposals for fund raising or canvassing from student groups and charitable or non-profit groups must be submitted to the Vice-President (External), Room 107, Stevenson-Lawson Building.
 - 7.01 The Vice-President (External) will consider each application based on this policy and the guidelines set out below.
 - 7.02 Some requests or approvals require special approvals [see 8.00, 9.00 and 10.00 below]. Detailed information on special approvals may be obtained from the Vice-President (External).
- 8.00 Any fund raising activity involving use of the University's marks must be approved by the Vice-President (External). [See Policy 1.17]
- 9.00 Any fund raising activity resulting in the issuance of a University of Western Ontario receipt must be approved by the Development Office.

- 10.00 Canvassing during municipal, provincial and federal elections will not be permitted on a door-to-door basis in the University residences or apartments without the prior approval of the building manager and the appropriate student group (i.e., residents' council).
- 11.00 Any fund raising activity requiring a lottery licence must be approved first by the Vice-President (External) and subsequently by the City of London, City Clerk's Office.

GUIDELINES

- 12.00 The number of activities permitted each term will be limited. All organizations must apply on the appropriate application form by the specified deadline.
- 13.00 Priority will be given to fund raising requests or proposals in the following order:
- (a) Recognized campus organizations (i.e., an organization which has been approved by the University or by a group such as the University Students' Council or the Society of Graduate Students) that are raising funds to support an appropriate University program or organization, including their own. For purposes of definition, fraternities and sororities using the name of The University of Western Ontario will be considered in this category.
 - (b) Recognized campus organizations that are raising funds to support an off-campus, non-university, program or organization.
 - (c) Organizations with no direct connection to the University that are raising funds to support their own organization. These organizations must have a Revenue Canada charitable number.
- 14.00 All fund raising activities requiring outlets will be allowed no more than two locations on campus, one in the designated University Community Centre location and/or one at another appropriate campus site. For purposes of interpreting this section, University residences and apartments may be viewed as a single site.