# Fundraising Guidelines

Any officially recognized WVU Parkersburg club/organization may host fundraisers on campus during the school year. The following are rules/regulations concerning fund-raising by clubs/organizations at WVU Parkersburg.

1. A completed *Request for Fundraising* form must be submitted and processed at least two (2) weeks prior to scheduled event. This form can be accessed at on the Student Organization page on the college’s website.

2. The event must subsequently be scheduled by Student Activities Coordinator before permission is granted to hold the fundraiser. This scheduling is done in order to avoid two or more separate clubs attempting to hold and event on the same day.

3. In the event of joint club ventures (where two or more clubs join together for an event), all advisors of the clubs involved must sign the form.

4. The college is under contract with certain vendors within the college; thus, certain items may not be allowed to be sold during school hours. Also, certain limits are in place as to where items may be sold. These rules will be made

known to the club/organization at the time the completed form is approved.

5. As with other activities involving clubs, any media must go through the college’s Office of Student Activities.

6. All times listed on the application must be followed to ensure fairness and equality to all clubs, to ensure your club/organization’s success, and to protect both you and the college from potential embarrassment.