

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Sales, Solicitations, and Fundraising**

**Regulation and Procedure  
Number: URP: 01.285**

**Policy Owner: Finance and Administration and Student  
Life**

## **POLICY STATEMENT**

To establish rules regarding the sale of services and goods, the solicitation by employees for the sale of goods and fundraising (other than the fundraising done by the office of Institutional Development or on behalf of Texas Woman's University) to comply with State law.

## **APPLICABILITY**

This policy is applicable to TWU Employees.

## **DEFINITIONS**

None

## **REGULATION AND PROCEDURE**

### **I. Contributions**

A University employee may solicit contributions to organizations that are tax exempt under IRS Code Section 501 (c) (3) and do not attempt to influence legislation as a substantial part of the organization's activities.

- A. The contribution must be in the form of a check, money order, or similar instrument payable to the charitable organization or governmental entity.
- B. A contribution solicited that is not a monetary contribution must be delivered directly to the charitable organization or government entity by the person making the contribution.

### **II. Sales**

- A. Peddling and taking orders for goods and services on campus are not permitted if the solicitor is doing so for personal gain.
- B. A University employee may take orders for goods and services sold by organizations that are tax exempt under IRS Code Section 501 (c) (3) and do not attempt to influence legislation as a substantial part of the organization's activities.
- C. Payment for the goods and services must be in the form of a check, money order, or similar instrument payable to the charitable organization or government entity.

### III. Raffles

No raffles may be held by any University group, with the exception of certain qualified student organizations. (See URP 06.410: Student Organizations Fundraising.)

### IV. Student Fundraising Activities

Students and student organizations should refer to the Center for Student Development and/or the Student Handbook for information and guidelines regarding fundraising activities.

## REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## REFERENCES

[URP 01.210: Ethics Policy for Employees](#)

[URP 06.410: Student Organizations Fundraising](#)

## FORMS AND TOOLS

None

**Publication Date:**

**Next Review:**