

Student Fundraising Policy

South Texas College of Law Houston (South Texas) understands that students, especially those affiliated with student organizations, may wish to seek funds to support key initiatives and projects at the law school. It is important that students understand that South Texas benefits greatly from the ongoing generosity of its strong community of alumni and friends who provide significant monetary support for student-related events/programs and services on an annual basis. In addition, Houston area businesses, law firms, and vendors also contribute significantly to South Texas by providing monetary support and services that benefit students. Further, fundraising efforts include and are impacted by IRS regulations, financial reporting requirements, and contractual agreements between the funder and the law school. For these reasons, it is imperative that all fundraising activities at South Texas are coordinated. The Office of Advancement is responsible for overseeing and coordinating all fundraising activity, in collaboration with the law school's [gift acceptance committee and recognition policies](#).

Below, the policies and procedures by which students may or may not solicit prospective donors for money or gifts and engage in other fundraising initiatives are outlined. After reviewing these guidelines, students should submit a [Fundraising Application](#) for any fundraising requests they have.

Fundraising for External Organizations

Fundraising may be conducted for the purpose of charitable giving or charitable donations to entities outside of South Texas (ie: The Houston Food Bank, BARC, or other non-profit organization). Funds raised must be donated directly to the outside entity (for example, through donation to the entity's website, or an entity representative being physically on site to collect donations). Students or student organizations cannot hold funds and cannot function as a charitable entity's representative for the purpose of collecting charitable donations.

Any on campus fundraising event for an external organization must be approved by the Director of Student Engagement, and must comply with all school policies and procedures.

Fundraising for Student Organizations

Student organizations are able to raise funds to support the operating needs of their individual organizations through membership dues, swag sales, and bake sales.

Fundraising by Students for South Texas

Students who wish to support South Texas by fundraising for the law school are encouraged to raise funds for the "Friends Helping Friends" student emergency fund. This fund provides needed support for South Texas students who find themselves in unanticipated financial crisis. Examples of this include but are not limited to medical emergencies, disaster/weather related problems, and domestic violence situations.

Students who wish to apply for these funds should contact the Student Services department by emailing studentservices@stcl.edu.

Alumni and Other External Constituents

The Office of Advancement coordinates all fundraising efforts on behalf of South Texas. Individual students, student organizations, and other campus groups are not permitted to solicit external constituents, including but not limited to alumni, friends, corporations, foundations, law firms, or other potential supporters of South Texas for monetary support without approval from the Office of Advancement. The Office of Advancement must review, coordinate, and approve such requests. Students wishing to solicit external constituents must submit a Fundraising Application at least four weeks in advance of the desired solicitation.

In-Kind Requests

Individual students, student organizations, and other campus groups seeking non-monetary donations for events/prizes/etc. should be aware of and sensitive to the fact that local vendors and companies receive many requests from the community for in-kind support. Coordinating requests of these entities enables South Texas to ensure that we are not overburdening the same businesses and vendors for support. Students interested in seeking in-kind donations from external constituents, including but not limited to alumni, friends, corporations, foundations, law firms, or other potential supporters of South Texas must submit a Fundraising Application at least four weeks in advance of the desired solicitation.

External Grant Funding

South Texas recognizes that an individual student, group of students, or student organization may have contacts with potential corporate and/or foundation funders, and might wish to use those contacts to seek external grant funding for South Texas. The Office of Advancement is ready to support such efforts where appropriate, and work collaboratively to support the law school. All such funding requests must be reviewed, coordinated, and approved by the Office of Advancement. Students wishing to seek external grant funding should submit a Fundraising Application at least six weeks in advance of the desired solicitation.

All student-initiated grant proposals must be sponsored by a faculty member or staff liaison. The faculty or staff member who accepts the role of liaison will be responsible for:

- Guiding the student(s) to work in a timely fashion with the Office of Advancement.
- Ensuring that the student-initiated proposal is in compliance with all law school policies.
- Supporting students' efforts to obtain the required College approvals prior to submitting the grant proposal.

Additionally, if the proposal is funded, the liaison will be responsible for:

- Overseeing the student's implementation of the grant.
- Ensuring that the student's project team complies fully with the funder's reporting requirements.
- Overseeing all the activities related to the grant funded project.
- Ensuring the fiscal management of the grant is in compliance with College policies.

Marketing and Brand Standards

Any group that is creating merchandise or marketing material that includes the South Texas name or official logos must ensure the usage is in accordance with South Texas branding guidelines. Any questions should be directed to the head of Marketing and Communication via email at marcom@stcl.edu.

Prohibitions

The following student fundraising activities are specifically prohibited and will not be approved:

- Solicitation by credit card or telephone card companies.
- Fundraising events/programs that solicit students, alumni, friends, parents, faculty, or staff, with the exception of those approved and supported by the South Texas Office of Advancement. This includes galas, luncheons, or any other event where tickets or table sponsorships are sold.
- Fundraising using crowdfunding platforms (e.g., Kickstarter, GoFundMe, Patreon, etc.).
- Fundraising for any candidate for political office or political campaigns.
- Raffles, lotteries, or other games of chance.
- Sale or distribution of items that violate the College trademark rights or existing contracts.
- Receipt by individuals who organize a fundraising event/program of proceeds from the event/program.

Additional Restrictions and Requirements

South Texas acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to fundraising activities. Restrictions may be made in addition to, or in lieu of, those set forth in the policy.

Sanctions for Violation of the Fundraising Policy

Student Organizations or students who violate this Fundraising Policy may be subject to:

- Loss of the right to use law school property or facilities for events/programs.
- Loss of recognized club status.
- Other disciplinary sanctions, including but not limited to exclusion from holding an officer position within a student organization.
- Other educational sanctions appropriate to the circumstances.

Any questions pertaining to any part of this fundraising policy may be directed to the Office of Student Engagement.