

Towson University Sport Clubs Organization *Fundraising Guidelines*

1. Credit card solicitation fundraisers are not permitted on or around campus per Towson University policy.
2. All fundraised money must be turned in to the Sport Clubs office at least 5 days following the fundraising activity.
3. All checks must be payable to Towson University with the club name indicated on the memo line.
4. Never sign any contracts for fundraisers or sponsorship on behalf of the club or the university. Discuss with the Assistant Director for Sport Clubs should this situation occur.
5. All sponsorship request letters must be approved by the Assistant Director prior to mailing.
6. All club apparel to be sold for fundraising must be approved by the Assistant Director and must state "club" somewhere on the item to differentiate from the Athletic Department. (i.e. Baseball Club, Rugby Club, Lacrosse Club)
- 7. Notify your supervisor of any upcoming fundraisers so we can help you promote them!**
- 8. If you aren't sure if you can do a fundraiser, ASK!**

Sport Clubs Organization
Burdick Hall Room 150
410-704-6335