



INDIANA UNIVERSITY  
BLOOMINGTON

## Financial Information for Student Organizations

### Obtaining a Student Organizations Account

The office of Student Organization Accounts (SOA) is responsible for providing fiscal oversight, banking, and bookkeeping services to many of the student organizations recognized by Student Activities.

Some of the benefits of having a Student Organization Account include training and budgeting guides provided by the student organization accounts office, the ability to reserve space and have it billed to your account, and the ability to use your Student Organization Account card at a variety of local business.

The following criteria are used to determine if a student organization is eligible for the service of the office of Student Organization Accounts:

- **Organizations must be established for one semester or by special permission from the Assistant Dean of Students/Director of Student Activities in order to apply for an account.**
- If your organization is financially supported in its budget from University funds (departmental or other sources), your organization must be subject to the fiscal supervision of the SOA office.
- If your organization is supported by monies collected from students through the University's collection facilities (mandatory student activity fee), your organization must be subject to the fiscal supervision of the SOA office.
- If the University invited your organization to form a chapter, branch, etc., or granted a charter upon the campus, the University may permit the use of the SOA office by the organization.
- If your organization promotes scholarship in a discipline, generally your organization may obtain the use of the SOA office.
- If your organization does not receive money from the mandatory student fee and is not political or religious, you may apply for an account. Final determination of whether such an organization will be granted an SOA will be made by Student Activities.
- If your organization is interested in applying for an SOA, complete the application which includes information to be completed by the student organization and their Advisor. Applications are available in Student Activities.

### To apply for a Student Organization Account, please submit the following to Student Activities:

- your student organization registration
- the SOA application (available in Student Activities)
- a letter on IU letterhead signed by your advisor and his or her department chair stating their knowledge of your application and use of the account through IU.

Both letter samples written below contain the minimum that the letters should include. The letters should be written on departmental letterhead.

Dear Student Activities,

I am a faculty/staff member in X department. XX student organization has asked me to be their advisor. I recognize this will involve the organization obtaining Student Organization Account and I agree to cosign and monitor all financial transactions.

Dear Student Activities,

I supervise X faculty/staff member in X department. XX student organization has asked X advisor to work with them. I recognize X faculty/staff member's involvement with this student organization.

### Student Activities

900 E. 7<sup>th</sup> Street, Indiana Memorial Union room 371, Bloomington, IN 47405  
(812) 855-4311 • <http://sao.indiana.edu> • [sao@indiana.edu](mailto:sao@indiana.edu)



## INDIANA UNIVERSITY BLOOMINGTON

### Fund Raising By Student Organizations - Policies & Guidelines

Any student organization desiring to reserve University space and approach the student body for the purpose of raising money (excluding membership fees or dues) must obtain approval through Student Activities.

Fund raising is defined to include all events and activities through which funds are collected by an organization. Fund raising, by definition, does not exclude solicitation of donations or events or activities, which produce no profits after expenses.

### Raffles

Student Legal Services offers support to students and student organizations that have questions about legal issues. Raffles are considered to be gambling in Indiana, and must be compliant with state law. In order for student organizations to legally hold a raffle, the organization must first talk with a representative from Student Legal Services. After the consultation, if the raffle is approved, then please bring documentation to Student Activities before filling out the space reservation form.

The law changed as of July 1, 2007. For the most up to date information regarding raffles in the state of Indiana please visit <http://www.indiana.edu/~sls> and click on "Indiana Raffles Top Ten." You can also make an appointment to talk with a Student Legal Services representative by filling out the form on <http://www.indiana.edu/~sls/intake.html>.

Following are the related policies and guidelines for fundraising by student organizations:

- An Indoor Campus Event Registration Form must be submitted to Student Activities and approved a minimum of ten business days prior to the event. For fundraising activities of an all-campus nature, approval of applications may require additional time (see the Major Events Checklist). No final confirmations for the event or public announcement of the event can be made before fund raising approval is received.
- The University does not make its facilities available for fund raising purposes if the funds raised are designed to enrich an individual or commercial sponsor.
- Fund raising activities are also subject to facility reservation requirements. Approval of the sale of products within the residence halls must be obtained from the Director of Residential Operations. Likewise, the permission of the Center Community Council may be required before the sale. Approval from the Division of Residential Programs and Services should be secured after the review and initial approval of the fund raising project by Student Activities.
- Fund raising events involving the sale of products with the name, insignia, or trademark of Indiana University must be approved by Student Activities PRIOR to printing or production of the product. Such items also require the license authorization of Indiana University and the provision for payment of the royalty fee specified.

### Outside vendors

An outside vendor (defined as any vendor not directly affiliated with the University) may use campus space if they have a campus sponsor (student organization, administrative or faculty department, etc.) and the space has been approved through appropriate University Offices.

While the outside vendor is set up on campus, a member of the sponsoring organization must be present with the outside vendor in order to facilitate adherence to University Policies. Student organizations should be compensated a suggested 10% by the outside vendor in some capacity. The lack of a presence of a campus sponsor representative with the outside vendor may be grounds for the outside vendor to be asked to leave campus space/property.

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