The Office of Advancement seeks to promote engagement and meaningful giving by alumni and friends of the law school. All fundraising activities conducted by student organizations must be consistent with the mission of Seattle University School of Law in addition to local, state, and federal laws and ordinances. **For legal and tax purposes, all student fundraising must go through the Law School's Office of Advancement.**

A. Student Organization Fundraising Clearance Form
   - Student organizations must get permission from the Office of Advancement before soliciting funds from alumni or other individuals, foundations, law firms, corporations, businesses, or other entities.
   - To request permission to solicit external audiences outside of Seattle U Law, organizations should submit the **Student Organization Fundraising Clearance Form** (see pg. 2) to the Office of Advancement at least four weeks prior to any planned solicitations.

B. Processing of Donations
   - All accepted donations must be processed by the Office of Advancement.
   - The organization must provide the name and address of the donor and the postmarked envelope in which the donation was received, if any, in order for the donation to be processed. Please make sure that the gift amount and designated fund are clearly indicated on the check or gift reply card.
   - Checks should be submitted to Advancement within 24 hours of receipt by the organization or if on a weekend or holiday, the next business day.
   - No cash donations will be accepted under any circumstances.
   - Credit card donations should be made online at law.seattleu.edu/Giving.

C. Tax Deductibility and Receipts
   - Seattle University will issue a tax receipt and send it to the donor, primarily by email. Student organizations should not issue tax receipts of any kind to donors.
   - The donor's contribution is tax-deductible if the gift has been processed by the Office of Advancement as described on their receipt and to the extent of IRS guidelines. If the donor receives goods or services, their contribution deduction must generally be reduced by the amount of the fair market value of the goods and services provided by the organization.

D. Acknowledging Donors
   - Student organizations are responsible for appropriately acknowledging sponsors at events through signage, program listing, etc.
   - While students should not send tax receipts, it is strongly encouraged that the student organizations send written thank you notes or letters to donors and sponsors. The Office of Advancement will also send a thank you, and in some cases, the Dean will as well.

The Law School's Office of Advancement is available to help you with any questions. To find Advancement staff, visit https://www.seattleu.edu/give/contact/. Another resource is Tony Vo, Assistant Director of Admission and Student Life; his email is vot1@seattleu.edu. For your acknowledgments, Tony has Seattle U Law stationery available for your use.

Student Organization Fundraising Clearance Form

Name of Organization: _____

Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

Event/Program for which you'd like to fundraise: _____

_____

Date of Event/Program: _____

Have you held this event/program in the past? _____

If yes, please list any past sponsors of this event/program:

_____

_____

How will you acknowledge donors/sponsors of this event/program? _____

_____

_____

Which benefits, if any, will sponsors receive? _____

_____

_____

What is your fundraising goal? _____

_____

What is the timeline for your fundraising effort? _____

_____

Please email a list of names to the Advancement Office you plan to solicit: individuals, law firms, corporations and organizations. Be sure to include the name(s) that the solicitation is addressed to. Also in this email, please include a copy of any written solicitation you plan to send.

Frequently Asked Questions

1. If the student organization doesn't plan to solicit any external audiences, only students and the faculty and staff of the law school, do they still need to go through the Office of Advancement?

YES – For many reasons including:

- Seattle U Law wants to track the number and kind of fundraising events held during the year
- In order for a gift to be tax-deductible, it must be processed by the Office of Advancement.
- Any donation is a gift and the law school wants to acknowledge every donor
- The more student organizations share about the mission, vision, and fundraising needs, the more informed the Advancement staff can be when speaking with prospective investors to the law school.

2. Once I submit the clearance form, when can I expect to hear back from the Office of Advancement?

Advancement will respond within two weeks of receiving the clearance form, and they may have additional questions. Advancement will review the form and list provided by the student organization to ensure that:

- the law school or university isn't presently soliciting the same individual(s), firm(s) and corporation(s)
- there is uniformity in institutional fundraising priorities and goals
- fundraising activities generated from Seattle U Law are coordinated

3. Is it really necessary or accurate that all student fundraising needs to go through the Office of Advancement?

YES – In the majority of cases, there will be no conflict of interest and the student organization can expect to receive permission to pursue their fundraising strategy unaltered. Examples of solicitations that are low risk for conflict include:

- Your organization's national sponsor
- Local retail stores (Capitol Hill and First Hill neighborhoods)
- Seattle U organizations
- Parents/guardians of student members of the organization
- Food establishments

In all cases, the Office of Advancement will do its best to accommodate student organization fundraising requests, but the review and approval of fundraising-related items is essential.

4. Is the Office of Advancement able to provide assistance to our organization in our fundraising efforts?

YES – in the following ways:

- Suggest strategies for success.
- Offer suggestions/input for all written solicitation materials.
- Review all individual/firm/company/foundation names in advance of solicitations and approve or (not approve) these names.
- Ensure timing of requests is appropriate.