



## M.D. Student Organization Fundraising Guidelines

Before you plan your fundraiser, please review these guidelines, and submit your proposed fundraiser details, via the Qualtrics form for review no later than two (2) weeks prior to the proposed fundraiser date. Until written approval is received, please do not solicit contributions for your fundraiser or use the name “UCF College of Medicine” for any fundraising purposes. Please note these guidelines are subject to change at any time and without notice. Please allow three (3) working days from the receipt of your application for a written response.

**With receipt of your application we can help with your fundraising in the following ways:**

- Upon approval of the fundraising application, a letter to validate the authenticity of the fundraiser and its organizers will be provided. The letter states that we are aware of the fundraiser organizer’s intention to host a fundraiser, and the fundraiser or fundraising event is not sponsored by UCF College of Medicine (UCF COM).
- Provide professional guidance and advice for planning a fundraiser.
- Review promotional materials and, if appropriate, approve the use of and provide logo for approved printed fundraising materials.
  - The name *UCF College of Medicine* may be reproduced on signs, banners, publications, literature, or printed materials only after approval from UCF College of Medicine Advancement & Alumni Engagement.
  - UCF College of Medicine Advancement & Alumni Engagement in partnership with the Office of Student Affairs must review and approve all promotional materials, including but not limited to, use of logo, advertising, letters, brochures, flyers, and press releases prior to production and distribution, for the purposes of fundraising.
  - Promotional materials shall state that "Proceeds to benefit UCF College of Medicine." This statement may be expanded to include the name of a specific program or area of research. An example might be "Proceeds to benefit Student Activities at UCF College of Medicine."
- We will post and promote, when appropriate, the event on the UCF College of Medicine Advancement & Alumni Engagement website, Facebook, Twitter, at existing events, and other calendar listings as appropriate along with your contact information.

## Revenue Reporting

- Within 15 days after the event, the organizer(s) must submit net proceeds to UCF College of Medicine Advancement & Alumni Relations. The check should be made payable to the "UCF Foundation"
- Online fundraisers may be permitted in certain instances (Venmo, CashApp, Apple Pay) - please contact Student Affairs or the Advancement Office before proceeding.

## Receipting and Tax-Deductibility of Charitable Donations

- Please make a check representing proceeds payable to “University of Central Florida Foundation” within 30 days after the event.
- If your organization is not a 501 (c)(3), please contact **Rachael Bacchus**, 407-266-1043 or [Rachael.Bacchus@ucf.edu](mailto:Rachael.Bacchus@ucf.edu) for further guidance on how to proceed.
- Under certain circumstances, provide written tax receipts to donors who make checks payable to “UCF Foundation”

**As policy, University of Central Florida and/or the UCF College of Medicine cannot perform the following activities or functions for events it does not directly sponsor:**

- Extend our sales tax exemption.
- Issue receipts for donations not made directly to University of Central Florida, which includes In-kind donations.
- Provide insurance coverage or secure permits.
- Provide mailing lists of donors, physicians, employees, or volunteers.
- Provide University of Central Florida or UCF College of Medicine letterhead for your event use.
- Provide banking, funding, or reimbursement of expenses.
- Solicit sponsorship revenue for your fundraising activities.
- Guarantee attendance of University of Central Florida or UCF College of Medicine staff, faculty, physicians, or patients at the event.
- Provide auction services or systems.

## Additional Guidelines and Protocols:

### Sponsorships

- The UCF College of Medicine Advancement & Alumni Relations office reserves the right to review sponsorship proposals and packages for appropriate use of branding, such as name and logo, as well as language regarding charitable deductions.
- When approaching businesses and corporations for assistance with events, please keep in mind that many local organizations are already involved in fundraising for University of Central Florida (UCF) and the UCF College of Medicine and may not wish to make additional donations. Please provide a list of potential sponsors, including potential in-kind sponsors, to avoid duplication of efforts and excessive requests to any one potential donor. We reserve the right to limit corporate sponsorships to a certain amount or when corporate support might interfere with the University's fundraising strategy.

### Volunteer Assistance

- It will be the responsibility of the event organizer(s) to recruit, train, and thank any volunteers needed for the event.

### Raffles/Drawings

- UCF College of Medicine does not conduct raffles and will not secure raffle permit

Thank you for reading our guidelines, please note they are subject to change at any time and without notice. For additional information or to schedule a meeting to discuss your fundraiser or event, please contact **Rachael Bacchus** at 407-266-1043 or [Rachael.Bacchus@ucf.edu](mailto:Rachael.Bacchus@ucf.edu).