Registered Student Organization Guide for receiving donations through the MSU Foundation

The Montana State University Alumni Foundation, Inc. (“Foundation”) and Montana State University (“University”) have established a Fund in support of registered student clubs and organizations. The MSU Office of Activities & Engagement (“OAE”) will have oversight of all contributions made to this fund and will facilitate the process for clubs to spend out contributions made on their behalf to the Foundation. The Montana State University Foundation, Inc. d/b/a The Montana State University Alumni Foundation, Inc., broadly supported by contributions from the public, is a tax-exempt charitable organization under Internal Revenue Code Section 501(c)(3), organized solely for educational purposes. Section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political activity.

In order for your club to be eligible to receive contributions through the Foundation:

- Must be currently registered and in good standing with the MSU Office of Activities & Engagement (OAE).
- Cannot be a club/organization of religious or political nature.
- Must abide by this student organization policy: “do not deny membership, voting rights and officer position on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except an organization may restrict membership based on the provision of Title IX of the Education Amendments of 1972, such as fraternities and sororities, in regard to gender, for membership.”
- Contributions designated for a student club/organization with an academic tie for which an Alumni/Foundation fund having college, department, or program administrative oversight exists will not be accepted to this Fund. Clubs will need to work with their academic college to accept donations through their own departmental Fund.

General Rules:

- The Foundation will not accept sponsorships. Generally, sponsorships are given by a business or organization to a student organization in return for a measurable benefit, such as advertising, event participation, or signage. Charitable donations are gifts made with no expectation of a measurable benefit and are the only type of contribution eligible when using this fund.
- The Foundation will collect a 5% service fee for all donations.
- If asking an individual or business for a charitable donation, you MUST be very clear you are not soliciting on behalf of Montana State University or the Foundation. Rather, you are acting on behalf of your student organization only. If it is revealed you are breaking this rule, the Foundation has the right to refuse the donation and your club may be ineligible to use this fund in the future.
- Revenues from club fundraising or other similar activities (i.e. funds collected from a fundraising event such as a car wash or fundraising dinner) conducted by a registered student club/organization will not be accepted to the Fund.
- OAE will have oversight of donations and clubs must work through them to access funds. No checks will be issued directly to clubs for the amount of the donation. Funds will be dispersed on a reimbursement only basis to clubs.
• If a donor wishes to contribute to a specific purpose or funding need (such as jerseys), the OAE will insure the contribution is expended in compliance with the donor’s instruction.

• Prohibited expenditures from the Fund are:
  o Purchase of alcohol or tobacco.
  o Contributions of any type to another organization.
  o State and Federal income taxes incurred by the student organization.
  o Any item or activity deemed excessive, not justified, and/or in conflict with the University mission.
  o Payment to individual members or the advisors of the organization for any purpose.

**Steps to accept and spend out a donation:**

1. If an individual, business or organization wishes to contribute to your club, they can contact the Foundation at 994-2053, 800-457-1696, info@msuaf.org; or to contribute online: www.msuaf.org/give-club

2. The Foundation will provide the donor with a receipt, which will include their tax-exempt number for tax purposes.

3. The Foundation will notify the OAE of the donation and any donor wishes that must be honored with the funds.

4. The OAE will contact the student organization to notify them of a donation that has been made in their name.

5. The club will spend up to the amount that was donated on the designated item(s) (in accordance with donor intent) and will turn in receipts to the OAE or work with OAE.

6. OAE will reimburse club directly via check or direct deposit up to the amount that was donated.

**Questions?**

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