

Division of Student Affairs

Division of Student Affairs and University Unions Legacy Lounge Fundraising Guidelines for Groups

Thank you for supporting The University of Texas at Austin, Division of Student Affairs and University Unions as you raise money for the Student Activity Center Fund.

The Legacy Lounge is a non-reservable room on the 2nd floor of the Student Activity Center, which all students may access. The room, with a view of the Tower, is a place for students to study, meet and enjoy the SAC. When completed, the Legacy Lounge will be a place where the traditions and spirit of the University are recognized. Registered student organizations are encouraged to raise funds for the Student Activity Center program endowment at one of six (6) levels. With a gift at one of these levels, the organization will become a permanent part of the Legacy Room. Raising funds does NOT secure special reservation status with the room.

Student Activity Center Program Endowment

In keeping with the spirit of the Student Activity Center, in 2011 generous donors created the Student Activity Center Fund. This fund was created to directly assist students and enhance their experience at the university. The endowment provides critical funds to student organization, activities and events that center in the Student Activity Center. All funds raised will be invested in the Student Activity Center Endowment, helping to ensure continued funds for student programming. There is no minimum contribution to the Legacy Lounge Campaign. All organizations that participate will be recognized by a plaque on the wall of the Legacy Lounge.

Giving Levels

Level I: \$1000-\$2,499

1. Name Recognition on a digital screens in the SAC 2nd floor Legacy Lounge

Level II: \$2,500 - \$4,999

1. Name Recognition on a shared permanent wall plaque
2. Recognition on the digital screens in the SAC 2nd floor Legacy Lounge

Level III: \$5,000 - \$7,499

1. Name recognition on a permanent 12 x 3 acrylic wall plaque in the SAC 2nd floor Legacy Lounge
2. Recognition on the digital screens in the SAC 2nd floor Legacy Lounge

Level IV: \$7,500 - \$9,999

1. Name and logo recognition on a permanent 12 x 6 walnut wall plaque in the SAC 2nd floor Legacy Lounge:
2. Recognition on the digital screens in the SAC 2nd floor Legacy Lounge

Level V: \$10,000 - \$14,999

1. Name, logo and 3 line mission statement recognition on a permanent 12 x 9 stainless steel wall plaque in the SAC 2nd floor Legacy Lounge
2. Recognition on the digital screens in the SAC 2nd floor Legacy Lounge

Level VI: \$15,000 +

1. Name, logo, and 6 line mission statement recognition on a permanent 12 x 12 slate wall plaque in the SAC 2nd floor Legacy Lounge
2. Recognition on the digital screens in the SAC 2nd floor Legacy Lounge

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Organizations are encouraged to organize **creative fundraisers**, including but not limited to:

- Requesting donations from individual supporters
- Organizing donation-based sales of food or other items
- Hosting a donation-based dinner party
- Working with alumni of your group (please discuss with Development staff)

Your student organization must:

- Be currently registered and in good standing with the Student Activities and The University of Texas at Austin
- Have a successful history, including sound financial management
- Be capable of successfully executing the fundraising effort within the event guidelines detailed below.

Fundraising Efforts and Events:

- All fundraising efforts and events must be compatible with the University's mission and values.
- Should staff from Division of Student Affairs be concerned about the content of an event, the student organization will be required to meet with staff for an in-person meeting. Should any student organization host an event that Division of Student Affairs deems offensive in any way, that student organization will be removed from the campaign.
- Student organizations must clearly connect the purpose of the fundraiser to the SAC Endowment.
- Fundraisers and the solicitation of funds may be conducted outside university buildings by registered student organizations. Prior to collecting money or fundraising in any on-campus building, registered student organizations must receive approval from that facility's building manager.
- Registered student organizations may receive donations from non-university entities; however, non-university organizations may not co-sponsor activities on campus. Organizations may thank their donors through public announcement or on a program for a performance (i.e., "Special Thanks to...") but may not advertise for companies or use corporate logos.
- It shall be the responsibility of the student organization to monitor, clean up, and remove all materials at the site of the fundraiser when concluded.
- All sales conducted on campus shall conform to University policies and Texas, Travis county ordinances and laws. Should your student org decide to fund-raise by selling goods or items, please note that the items should be sold for a "suggested donation."

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Informing Division of Student Affairs of your plans:

Please e-mail Kristina Bachman (kristina.bachman@austin.utexas.edu) at least one week before your event with the idea, location, time and the manner in which funds are being collected. She will be available for meetings with your group with notice.

Communication and Promotion:

Students promoting their events online should consider linking to Division of Student Affairs and the University Unions pages. Students can directly send links to Kristina Bachman for promotion on University Unions channels. Please send all materials to kristina.bachman@austin.utexas.edu *24 hours before you would like it shared.*

Facebook: /centersforstudentlife

Twitter: @UTUnions

Hashtag: #legacylounge

Questions, Concerns and Advice:

Should you have any concerns about whether a fundraising idea fits into the mission, values or policies of the University, please contact us **before** promoting or advertising that event.

Kristina Bachman

Associate Director of Development

The Office of the Vice President for Student Affairs

The University of Texas at Austin

G5000, FAC 302

512.232.3998

512.471.5558 fax

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FAQ

1. **Who can participate?**
 - a. All registered student organizations
2. **Can like organizations partner together to raise the funds?**
 - a. Yes, organizations can work together to raise funds. The amount of money raised together will determine the type of recognition. Organizations who work together will be recognized together.
3. **Can the money be pledged over a period of time or does it need to be raised before the name/plaque goes on the wall/screen?**
 - a. All money must be raised (cash) before the names goes all on wall/screen
4. **Will the money raised go specifically to the organization who raised the money?**
 - a. No, all money raised will be invested in the Student Activity Center Program Endowment.
5. **My organization has decided to participate. What is the timeframe to raise the money?**
 - a. The Legacy Lounge is an ongoing projects. However you are encouraged to speak to your organization to set a clear fundraising goal and deadline.
6. **Will the names of individual donors be listed on the plasma screens or the wall plaques?**
 - a. No, the Legacy Lounge is a place to recognize organizations. Individual donors will not be listed.
7. **How can we raise the funds?**
 - a. You are encouraged to work with your organization on the best way for you to raise funds. This can be through individual donations, fundraising events, dues, etc. S.H.O.T will be happy to consult with you on some ways to work on reaching your fundraising goal.
8. **Will a donor receive tax credit for his/her gift?**
 - a. If the donor gives directly to the university, yes. If gifts are given to your organization and your organization then donates to the university, no.
9. **My organization tried to raise \$1,000 but we are short. We are past our deadline. What do we do?**
 - a. We are happy to work with you on different options, but we encourage you to donate to the Student Activity Endowment.

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Legacy Lounge Fundraising Pledge Form

Name of Student Organization: _____

Name of Student Representative 1: _____

Position in Organization: _____

Signature: _____

Date: _____

Name of Student Representative 2: _____

Position in Organization: _____

Signature: _____

Date: _____

Adviser's Name: _____

Signature: _____

Date: _____

Level Our Group Pledges To Raise _____

Kristina Bachman, Assistant Director of Development, Division of Student Affairs

Signature: _____

Date: _____