

***The following information applies to Nevada System of Higher Education and University of Nevada, Reno policy regarding fundraising via sales through credit card apps and website donations:***

Clubs protected by Title IX or organizations attached to a national honorarium have a the option to use electronic forms of payment, however, they must seek approval through the Center for Student Engagement with Geoffrey Green before any action is taken.

**Please follow these steps:**

1. Fill out an SEAB form indicating your fundraising activities and how you intend to collect money
2. Submit a copy of your account information complete with the tax I.D. you are utilizing

**Complete the following page which includes:**

3. A note agreeing that your club will not use the universities tax id and signed
4. Nationals indicating you are allowed to utilize their tax ID number and signed
5. And a statement reading: The University of Nevada Reno is not receiving these funds. Is housed on any collections website and signed

If you believe your organization is exempt under Title IX, is attached to a National Honorarium, or you have any questions please contact Geoffrey Green, Coordinator, Clubs and Organizations [geoffreygreen@unr.edu](mailto:geoffreygreen@unr.edu) for permission and stipulations regarding the methods mentioned above.

**ELECTRONIC PAYMENT AGREEMENT**

As per University of Nevada, Reno policy **1,060: Bank Accounts outside the University** for fundraising via sales through credit card apps and website donations (electronic payments):

\_\_\_\_\_ (club name), acknowledges and agrees that during \_\_\_\_\_ (club event) on \_\_\_\_\_ (event date) in which electronic payment will be accepted:

- The university’s tax ID **will not** be used.
- The University of Nevada, Reno **will not** be receiving any of the funds collected during the event.
- And \_\_\_\_\_ (national honorarium), acknowledges and authorizes the club to utilize their Tax ID.

\_\_\_\_\_  
(National representative)                      (Signature)                      (Date)

\_\_\_\_\_  
(Position in National Organization)

**University of Nevada, Reno Club or Organization:**

\_\_\_\_\_  
(President Name)                      (Signature)                      (Date)

\_\_\_\_\_  
(Treasurer Name)                      (Signature)                      (Date)

**Official use only:**

Approved by Center for Student Engagement: \_\_\_\_\_  
(Coordinator of Clubs & Organizations)                      (Date)