

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:

Definitions-

Mobile Card Reader: A mobile card reader is a small hardware device that connects to a tablet or smartphone to accept payment from debit or credit cards, essentially turning the device into a mobile point of sale.

Credit Card apps include: Square, ROAMPay, PayAnywhere, Intuit GoPayment, PayPal Here and Flint Mobile Reader

Crowd funding: The practice of funding a project or venture by raising many small amounts of money from a large number of people, typically via the Internet:

Donation websites include: Kickstarter.com, gofundme.com, indiegogo.com, youcaring.com, fundanything.com, pozible.com, and tilt.com

Soliciting for donations under the Nevada System of Higher Education – University of Nevada, Reno’s tax exempt status must be tightly controlled in order to ensure compliance with federal laws, including but not limited to, the Internal Revenue Code and Payment Card Industry Data Security Standard (PCI DSS).

“All university or university-related funds must be maintained in bank accounts approved by the Board of Regents. Bank accounts outside the university are NOT permitted for any funds relating to university or university-related activities.” *University Administrative Manual p. 47*

The University provides an option for online donations at:

Giving to Nevada will accept all credit or debit card donation for your club account. Please make sure the person who donates the fund states in the comment section what club the funds are going to.

<http://giving.unr.edu/> → **Make a Gift to Nevada**

Clubs and Organizations **are not allowed** to use **credit card applications** such as **Square** as a payment method to collect funds when selling items to fundraise for your organization or utilize accounts such as **gofundme.com to solicit donations:**

Clubs protected by Title IX or organizations attached to a national honorarium have a few options, however, they **must** seek approval through the Center for Student Engagement with Jarrett Damato 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
3. Submit a note and sign it agreeing that your club will not use the universities tax id
4. Submit a note from your national indicating you are allowed to utilize their tax ID number
5. Submit a note agreeing that a statement reading: **The University of Nevada Reno is not receiving these funds.** Is housed on any collections website

If you believe your organization is exempt under Title IX, is attached to a National Honorarium, or you have any questions please contact **Jarrett Damato, Coordinator, Clubs and Organizations** jdamoto@unr.edu for permission and stipulations regarding the methods mentioned above.

Consequences

Failure to follow the processes above may result in:

1. Immediate suspension of your club
2. Deactivation of your club
3. A referral to student conduct

We reserve the right to adjust these processes based on information provided by the University Controllers Office's