



## LAUNCH LSU GUIDELINES

The following Launch LSU approval and account setup guidelines will assist you in executing a successful project. The LSU Foundation can revise these guidelines at any time.

### PROJECT APPROVAL

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If you are a student creating a project on behalf of a student organization, you'll need to receive approval from the organization's advisor.

### RESEARCH-RELATED CROWDFUNDING

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If your project is research-related, please review [LSU's procedures for research-related crowdfunding](#).

### ACCOUNT SETUP

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Each Launch LSU project must be associated with an LSU Foundation account (so there is a way for gifts to be received) and a university account (so there is way for gifts to be spent). If there is an existing LSU Foundation and/or university account associated with the sponsoring unit for this project, please include the account number on your form. If you need to request a new account(s), please use [this form](#) for an LSU Foundation account and [this one](#) for a university account.

### GIFT POLICIES

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All gifts made through Launch LSU must be used for the project's stated purpose. Individuals are strictly prohibited from keeping any portion of the raised funds as profit or compensation.

Launch LSU projects benefit from 91.75 percent of each gift contributed. The remaining 8.25 percent is held when the gift is processed: 3.25 percent covers credit card companies' transaction fees, and 5 percent fulfills the [development support fee](#). Launch LSU project pages display the total amount raised, and donors receive a gift receipt acknowledging the full amount as a charitable contribution.

More information is available on Launch LSU's [FAQ page](#).

## BRANDING

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Use of the LSU insignia, logo and other related promotional branding materials requires university approval. And media outreach should also be coordinated through the Launch LSU team. Please reach out to [Mary Julia Klug](#), digital fundraising specialist, if you have questions.