

REGISTERED STUDENT ORGANIZATION FUNDRAISING GUIDE AND AUTHORIZATION FORM

**Make your fundraising a successful and rewarding experience!
Read this guide thoroughly and complete the authorization form
with your organization's advisor.**

1

Identify that you'd like to administer a fundraiser on behalf of your organization. At your next student organization meeting, answer the following questions

- What would we like to raise funds for?
- How much would we like to raise?
- How would we like to raise these funds?
- How soon do we need to raise these funds?
- How will we distribute these funds?

2

Review the answers to the above questions with your student organization's advisor. Your advisor may have additional keen insight into ensuring that your fundraising efforts are successful.

- With authorization from advisor, Registered Student Organization Authorization Form is filled out by advisor, club president and club vice president.

3

Send Registered Student Organization Fundraising Authorization Form to Director of Student Life and Leadership Development. The Director will verify the following items:

- the organization is a registered student organization and has a fundraising account;
- the fundraising opportunity does not violate any CSN policy or any state, local or national laws.
- the fundraising form is received 45 days in advance of planned fundraising.

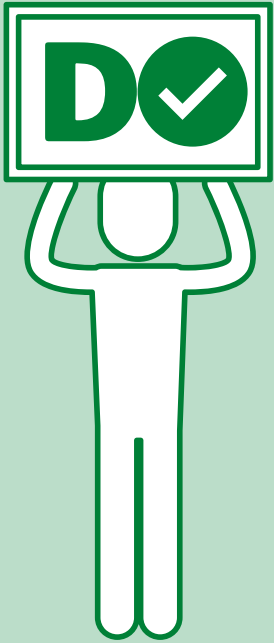
4

Director of Student Life and Leadership Development sends form to CSN Foundation Office. The CSN Foundation Office will:

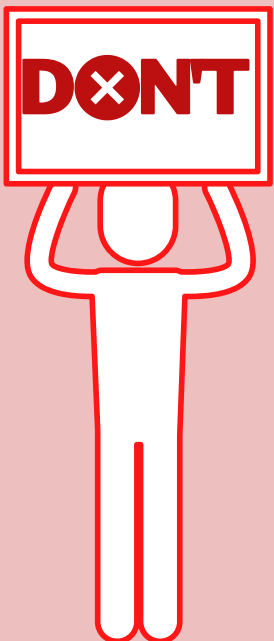
- schedule an additional meeting with advisor concerning fundraising specifics
- provide EIN number to advisor
- discuss additional ways to meet fundraising goal
- give formal written authorization to proceed with fundraiser

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Fundraising can be challenging, but following these Dos and Don'ts will help your organization be successful!



- Have a plan and a goal. Identify how much you want to raise and then a plan for how you're going to get there.
- Have a dedicated fundraising committee within your student organization if you want to raise a large amount.
- Find unique ways to raise money – raffles, auctions, games, t-shirts – that allow your alumni to donate without making a direct cash donation. These methods are great for when your goals are smaller.
- Utilize your friends and family for the fundraiser. Cast a wide net to raise money for your organization.
- Use all your communication channels to get the word out about your fundraising – email, social media, push notifications, website. Keep the notes positive and informative. Let people know where they can find more details about your fundraising goals and activities.



- Forget to say thank you!
- Fundraise without official authorization from advisor, Director of Student Life and Leadership Development, and CSN Executive Director of Foundation.
- Fundraise for any candidate for political office or political campaigns.
- Student fundraising that is tied to the distribution of alcohol is not permitted.
- Fundraisers may not be conducted for private gain of individuals or for-profit businesses.