Fundraiser Guide

☐ Develop a fundraising idea with your student group.
  o Discuss specific goals, purpose, location, date, needed materials, cost of fundraising materials.
  o Check in with our office to be sure you are the only group doing the event.
  o No cash prizes, raffles, car washes or bake sales allowed.

☐ Reserve a room, etc. for the promotion of your fundraiser through the Campus Events’ online Event Scheduler.

☐ Complete an online Fundraising Form, located on the Forms page of our website, at least two weeks before the proposed fundraiser date.

☐ Once the Office of Student Activities and Leadership Development reviews your fundraiser, a copy of your Fundraising Form will be placed in your group’s mailbox.

- Your fundraiser CANNOT take place without an approved Fundraising Form.
- If your fundraiser involves selling items or tickets, you will need to make an appointment with Melissa Lambert to set up a University Tickets online sale.
- If you need a cashbox to sell items for your fundraiser, please reserve one through our office or via e-mail, melissa.lambert@wne.edu.
- If using a cashbox, you will need to take out petty cash to set up your “bank” for change. This is to be reconciled as soon as change is no longer needed.
- Cash boxes are given out on a limited, need-basis.

Funding your Fundraiser

☐ To execute your fundraiser, your group may need to buy supplies and materials prior to the date of the event. This is an overview of where to collect those funds.
  o Petty Cash Request/Reimbursement Form: You can take out $50 prior to the fundraiser or reimbursed $50 after the fundraiser. You must fill out this form with receipts and a report within one week to be reimbursed. The form must be made out to the student using the money and must be approved by the president or treasurer.
  o Student Advance: Use this form to take out money from your group’s account prior to the fundraiser. You may take out between $50 and $150.
  o Check Request: To reimburse a student for an amount paid over $50 after the fundraiser or to request a check for an outside vendor, fill out a check request form. You must include supporting documentation such as a receipt, company contact, or a quote.
  o Please refer to the Student Senate Treasurer’s Manual.

Questions?
Visit Us: Office of Student Activities and Leadership Development
2nd floor of the Campus Center
Email: studentactivities@wne.edu
Call: 413-782-1203