

# Fundraising

## Advisor Resource Guide

### **TABLING & IN-PERSON FUNDRAISING**

Reserving a table in Buntrock Commons is the most common means for student organizations to fundraise, typically by selling food or other items. Tables in Buntrock Commons can be reserved through the R25 system and a complete tabling policy can be found on our website.

If planning to sell food, Bon Appétit must either provide the food or approve outside food to be sold. Completing the Fundraising Request Form serves as the formal request to sell food. Requests have not been approved until an email confirmation is received.

Cash boxes and Ole Card swipers can be reserved through the OSA. Cash, Ole Dollars, and PayPal are the only methods of payment that can be accepted at a fundraising table. The college **does not allow organizations to use Venmo** or other money sharing applications other than PayPal. Organizations wishing to use PayPal should stop by the OSA.

A cash advance can be completed prior to a fundraiser to have starter funds for a cash box. After the fundraiser has concluded, the original cash advance must be returned using an Advance Return Form. Funds raised can be deposited into an organization's Lawson account using a Deposit Form.

#### **OTHER FUNDRAISING OPTIONS**

- Pause pizza delivery
- Grocery bagging at Cub Foods
- Christmas Festival staffing

Door to door donation solicitation in residence halls is not permitted.

### **ONLINE FUNDRAISING**

The only means for student organizations to collect online donations via credit card are via PayPal or through IgniteCX or University Tickets.

Through IgniteCX, organizations can create an online "store" through which they can sell items such as apparel or simply collect donations on a website. University Tickets allows for general donation fundraising campaigns. Interested organizations should stop by the OSA.

Funds raised through IgniteCX or University Tickets campaigns are deposited into an organization's account at the end of the month. Similar to other transactions, it can take awhile for credits to be posted on Lawson

#### **FUNDRAISING REQUEST FORM**

Student organizations **must** complete the online Fundraising Request Form before starting a fundraiser. This form **must** be completed in advance of a fundraiser. The form does not reserve resources like cash boxes or card swipers.

*NOTE: PayPal, IgniteCX, and Univeristy Tickets all have fees associated with each transaction. Staff in the OSA can talk through which option makes the most sense for the organization and how the fees impact the total amount fundraised.*

#### **CONTACTING ALUMNI**

Any organization that wishes to reach out alumni regarding donations needs to connect with the OSA and the Annual Giving office. They are able to provide a contact list and information on how to best reach out to alumni regarding student organizationa donations.

