

PSW-B Club and Organization Fundraising Procedures:

Fundraising information can be found on the University's website:

- <https://studentaffairs.psu.edu/involvement-student-life/student-organizations/student-organization-finance-funding/fundraising>.

Additional information can be found on our PSW-B SGA website (where you are now) and through the Student Activities Office, Room 129, Student Commons.

All Clubs and Organizations are required to do fundraising activities to support their club events.

How We Can Help:

Fundraisers are one of the best ways for student organizations to raise money for their organization and to potentially have more students get involved in an event they would not normally attend. The Student Activities Office is committed to helping you through the process of planning a fundraising event and obtaining all the necessary materials to fundraise. The information below may prove to be very valuable to you as you go through the process of putting together a successful and fun fundraising event for your group or organization. First things first: are you planning to sell something at a booth on-campus or are you hoping to coordinate with an off-campus location?

To Do List:

Consider:

- What kind of fundraiser are you planning?
- Who is your audience?
- Where will you fundraiser take place?
- How will you advertise for this event?
- Organize in advance! Give yourself and your organization enough time to plan the event, advertise, and arrange for the actual day.
- Call various vendors to see where you can get the best deal for your event.
- Reserve place. You can reserve space in various locations across campus.
- Formulate a signup sheet to have organization members choose time slots to work the event.
- Decide in advance how much of your profits will go toward paying for the event and how much will go towards the reason for the event.

Additional information on guidelines, fundraising ideas, and forms can be found at:

<http://wbsga.psu.edu/documents-forms/>

<http://wbsga.psu.edu/wp-content/uploads/sites/22705/2015/01/Fund-Raising-Request-Form.pdf>

<http://wbsga.psu.edu/ideas-for-fundraising/>

- All fundraising activities must be approved through Student Activities (see website)
- Profit margins are explained
- Purchasing procedures are explained
 - SGA or Student Activities PCard (or club advisor's) must be used when purchasing items
 - Cash collected cannot be used to pay invoices
 - All cash/checks collected must be deposited to SGA (see below)
- If university names, images, or logos are being used for clothing, mugs, etc. University Approved Vendors must be used: (partial list) Certain logos are trademarked/licensed by the Univ and cannot be used for club/org use.
 - 4imprint Inc., online www.4imprint.com
 - Promoversity, online www.Promoversity.com
 - Kevin's Wholesale LLC, Scranton, PA www.Kevins.biz
 - For a complete list of Approved Vendors: <http://www.clc.com/Licensing-Info/Client-License-List.aspx>
- Procedure for the collection of money is explained
 - Money collected should be turned in to the SGA Treasurer (SGA Office, Student Commons) by the Club/Org Treasurer (or President) within one week of the end of the fundraiser.
 - A deposit accountability form must accompany the deposit.
 - If a fundraiser lasts more than one week, deposits should be made by each Friday of the fundraising time period
 - If the SGA Treasurer is unavailable, deposits can be made to the Student Activities Office (Commons 129)
 - All deposits submitted to the Student Activities office will be counted and signed off by both the depositing student and Activities Coordinator and placed in the SGA Safe
- A loan may be acquired through SGA for purchase of fundraising products
 - this loan must be requested 2 weeks in advance of the fundraising activity
 - this loan must be paid back in full at end of the fundraising period

- Taking orders and receiving payment in advance is strongly encouraged
- Purchasing goods without advance orders is strongly discouraged
 - Ex. Ordering 50 T's and 20 Hoodies with the hope of selling all items is strongly discouraged
 - Ex. Ordering large quantities (100+) of items such as car magnets, buttons, etc. is strongly discouraged
- It is strongly suggested that money be collected up front for certain fundraising activities
 - This is an attempt to reduce loss of profit as a result of missing product
 - Ex. When individuals pick up a 48 count box of Gertrude Hawk Candy Bars (sold for \$1 each) individuals must pay up front (\$48) for the candy
 - Ex. Candy which has been left in a hot car and melted is no longer sellable
- Delivery of items which are time sensitive (Ex. Holiday, perishables, etc.) must be ordered within two weeks of anticipated delivery time to be sure they are delivered to purchaser in time for the time sensitive event
 - Ex. Krispy Kreme Donuts must be delivered to the purchaser of the product on the day of delivery
 - Ex. Poinsettias delivered prior to Holiday Break