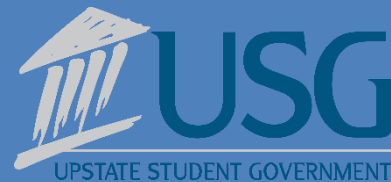


FUNDRAISING

UPSTATE STUDENT GOVERNMENT
SUNY UPSTATE MEDICAL UNIVERSITY





FUNDRAISERS MUST BE PRE-APPROVED THROUGH OFFICE OF CAMPUS ACTIVITIES

2 WEEKS PRIOR TO EVENT
INCLUDE ALL SIGNATURES

PROCEDURE

- Submit documentation for fundraising request (Fundraising Proposal Form)
- Approval/denial notified by email
- Collected funds **MUST** be deposited within 24 hours of fundraising activity to the Office of Campus Activities or the CAB Information Center
- Funds will be deposited into class/organization account
- Fundraising Reporting Form must be turned in upon completion of fundraiser

Fundraising Proposal Form

Upstate Medical University • Upstate Student Government



THIS FORM MUST BE COMPLETED BY ANY STUDENT ORGANIZATION WISHING TO FUNDRAISE.
Please return this form to the USG Vice President for Clubs and Organizations for approval at least two (2) weeks prior to the proposed start date.
There may be no further planning and/or publicity for the fundraiser until after the Fundraising Proposal is approved.
This Fundraising Proposal is not approved until signed by the USG Vice President for Clubs and Organizations and the Director of Campus Activities.

STUDENT ORGANIZATION NAME: _____

FUNDRAISER TITLE: _____

FUNDRAISING INFORMATION

Purpose of Fundraiser: _____

Details of Fundraiser: _____

Date of Fundraiser	Time of Fundraiser	Location of Fundraiser

FINANCIAL INFORMATION

A. Start Up Costs: Materials: \$ _____

What is Being Purchased?: _____

B. Estimated Total Sales (Line 3 below): \$ _____

1. Cost per Item: \$ _____

2. Number of Items to be Sold: _____

3. Estimated Total Sales (Line 1 x Line 2): \$ _____

C. Estimated Income (Line B – Line A): \$ _____

How many people will be attending/selling product? _____

How do you plan to advertise? _____

SIGNATURES:

Student Organization Treasurer: _____ Date: _____

Student Organization President: _____ Date: _____

USG VP for Clubs & Organizations: _____ Date: _____

Director of Campus Activities: _____ Date: _____

FUNDRAISING PROPOSAL FORM

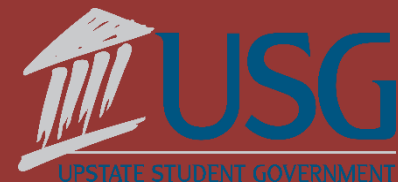
Turn in at least 2 weeks prior to fundraiser

Include all pertinent details

Get quotes for materials in advance

Get signatures from class/organization president & treasurer

Class/Organization president and treasurer will receive e-mail notification regarding approval/denial status



Fundraising Reporting Form

Upstate Medical University • Upstate Student Government



THIS FORM MUST BE COMPLETED WITHIN 72 HOURS OF THE CONCLUSION OF THE FUNDRAISING EVENT.
All monies collected **MUST** be deposited with the Office of Campus within 24 hours after the fundraiser concludes.
Failure to deposit monies collected will result in your organization account being frozen until review by the USG Vice President for Clubs and Organizations and Director of Campus Activities.

STUDENT ORGANIZATION NAME: _____

FUNDRAISER TITLE: _____

FUNDRAISING INFORMATION

A. Total Income from Fundraiser: \$ _____
B. Expenses for Fundraiser (remember to reimburse all expenses on a check request form): \$ _____
C. Profit from Fundraiser (Line A - Line B): \$ _____

ORGANIZATION'S REVIEW OF FUNDRAISER

Do you feel the fundraiser was successful? Yes No

Why/Why Not? _____

What means of promotion did you use? _____

Would you do this fundraiser again? Yes No

Why/Why Not? _____

SIGNATURES:

Student Organization Treasurer: _____ Date: _____

Student Organization President: _____ Date: _____

USG VP for Clubs & Organizations: _____ Date: _____

Director of Campus Activities: _____ Date: _____

FUNDRAISING REPORTING FORM

Complete form within 3 days of fundraiser conclusion

Show all expenditures and profits

Review fundraiser

Obtain class/organization president & treasurer signatures

Turn in to CAB Information Center or Office of Campus Activities

NOTE: ALL FUNDS MUST BE DEPOSITED WITHIN 24 HOURS OF CONCLUSION FUNDRAISER



CHARITABLE DONATIONS

- Any monies being donated to a charitable donation from a fundraiser must abide by the following procedures
- Charity name and intent to donate funds **MUST** be on all marketing materials
- **ALL** monies collected through fundraiser must be deposited into student organization's account **BEFORE** donation takes place
- No cash or funds may be handed directly to charity
- Once monies are deposited into student organization account, a check request form and a copy of the marketing materials noting the charitable donation must be filled out to have a check cut for the charity

SPECIAL NOTES

- Funds may only be in form of cash, check, or credit card (checked out by Campus Activities)
- Electronic Payment is NOT allowed through Apple Square, Paypal, or other electronic payment forms
- ALL Funds must be deposited into class/organization account
- Must turn in cash received as is – may not get it changed for larger bills
- Funds may NOT be directly given to charitable donation – check MUST be cut from organization account
- Additional information regarding how fundraised monies may be spent can be found in the Reimbursement Module