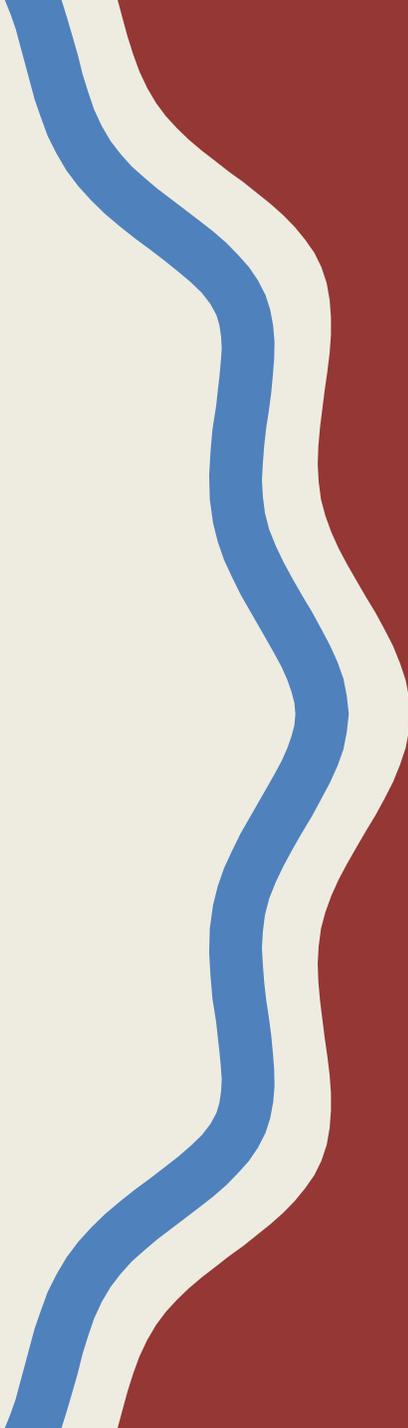


# FUNDRAISING & CHARITABLE DRIVES

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 Fundraising Proposal Form through Campus Life
- If fundraiser includes an event and location is needed, an event request must also be submitted.
- 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
- Purchase Request will be submitted to utilize/access funds

# FUNDRAISING PROPOSAL FORM

Submit at least 2 weeks prior to fundraiser

Include all pertinent details of fundraiser or drive

Dates

Locations

Organization being benefited (as applicable)

Get quotes for materials in advance as needed

Estimate cost

Estimate amount fundraised per item

# 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 purchase request form and a copy of the marketing materials (attached in the receipt section) noting the charitable donation must be completed in the Campus Life platform to have a check cut for the charity

# CAMPUS POLICIES

- All student organization fundraising or charitable drive events will be requested through the Office of Campus Activities.
- The Office of Campus Activities will obtain any approvals needed from appropriate parties including but not limited to the Office of the President, Upstate Foundation, Marketing Office, and University Police.
- All marketing must clearly note which organization(s) the fundraiser or charitable drives is going to benefit.
- Student groups shall limit marketing to student areas including academic, library, and campus activities buildings.
- All collected funds will be deposited into student accounts before being donated to any organization.

# 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, Venmo, 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

# Fundraising Proposal Form

- **ALL** Fundraisers for student organizations or charities or charitable drives for goods **MUST** have a fundraising proposal form completed.
- This process through the Campus Life platform will accommodate all requests

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**UPSTATE** MEDICAL UNIVERSITY | *Campus Life*

HOME EVENTS ORGANIZATIONS NEWS FORMS

Explore SUNY Upstate Medical University

Search Events, Organizations, and News Articles

**COVID-19 Tests Available**  
Tests are available for all Upstate students! Sign up now!

**Welcome**  
Welcome to Engage!  
Upstate Student Government is pleased to welcome you to our new student organization management platform! All student org business will be done here!

**Training**  
Stay tune for student organization training with Engage!

**Memberships**

- Accessible Upstate
- AANS American Association of Neurological Surgeons
- AMA American Medical Association
- AMWA American Medical Women's Association
- APSA American Physician Scientists Association
- Anesthesiology Interest Club
- APAMA Asian Pacific American Medical Students' Association
- Association of Native American Medical Students
- Association of Women Surgeons

Explore Manage Admin

# Fundraising Proposal Form

Click the Forms Tab

Choose New Submission

Complete the Form

# Event Request and Room Reservations

- **ALL** activity hosted by a registered student organization at Upstate Medical University **MUST** be approved
  - Including Fundraisers & Charitable Drives
  - Anything that requires a purchase must be approved through this process
  - Any event or meeting located Off-campus still must be approved through this process
- This process through the Campus Life platform will accommodate all requests
- Room Reservations on-campus will automatically be made, as needed, through this process

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**UPSTATE** MEDICAL UNIVERSITY | *Campus Life*

HOME EVENTS ORGANIZATIONS NEWS FORMS

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Taskbar: Calculator, Chrome, Outlook, Teams, PowerPoint



- Explore
- Manage
- Admin

# Organization Access

Click the Waffle Next to your Photo

Choose Manage



# Action Center

Manage your organization content and review submissions.

## My Memberships

REGISTER

-  Accessible Upstate
-  American Association of Neurological Surgeons
-  American Medical Association
-  American Medical Women's Association
-  American Physician Scientists Association
-  Anesthesiology Interest Club
-  Asian Pacific American Medical Students' Association
-  Association of Native American Medical Students
-  Association of Women Surgeons
-  Behavior Analysis Studies Class of 2022
-  Behavior Analysis Studies Class of 2023
-  Campus Activities Governing Board
-  Cardiology Club
-  Cardiothoracic Surgery Interest Group
-  Cardiovascular Perfusion Class of 2022

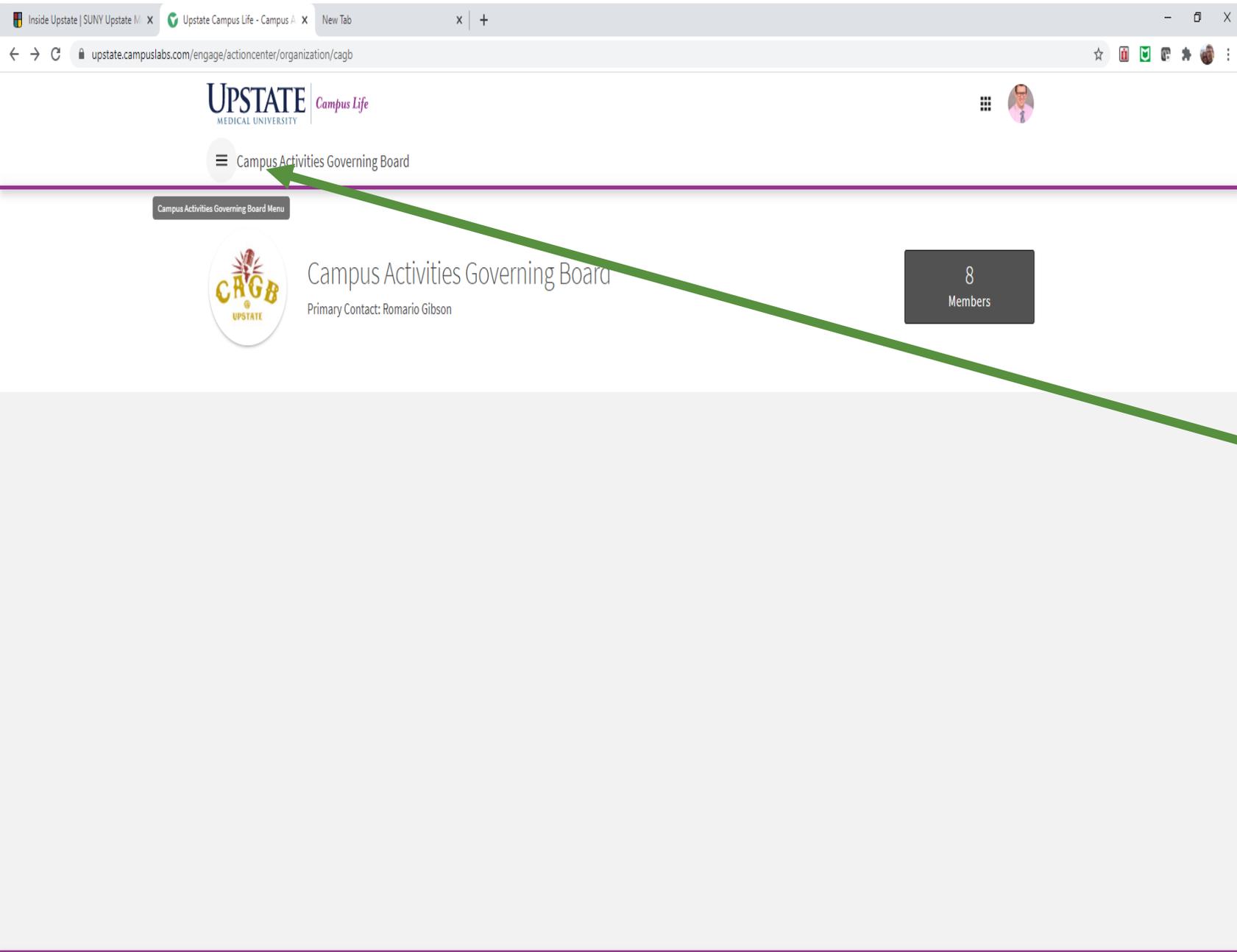
(Showing 1-15 of 94)

SHOW MORE

# Select Your Organization

Click on the organization you would like to submit the request.

Only organizations where you are a member will appear on this screen



# Open the setting menu

Click the 'hamburger' setting menu in the upper left corner next to the organization name

Then select "Events"

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page/actioncenter/organization/cagb/events

**UPSTATE** MEDICAL UNIVERSITY | Campus Life

☰ Campus Activities Governing Board

## Manage Events

+ CREATE EVENT

Filter Approved Status All

Name	Status	Start Date	Add Attendance	Action
Welcome Fest 2021	Approved	8/31/2021 4:30 PM	Add Attendance	🔗 📄 🗑️
Bingo Night: Amazing Women in History <i>Co-hosted event managed by SUNY Upstate Medical University Branch</i>	Approved	3/31/2021 7:00 PM		🔗
Esports Tournament: Among Us	Approved	3/27/2021 12:00 PM	Add Attendance	🔗 📄 🗑️

Showing 1 - 3 of 3

Privacy Support © Campus Labs 2021

# Create Event

All organization events and the status will be listed on this page

Select the 'Create Event' button in the top right corner

## Create Event

### Basic Details

\*Event Title  \*Theme

\*Description

**B I U**

*Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.*

Additional organizations co-hosting this event

### Time and Place

# Event Creation

Follow the instructions to create the event

**Theme** is the Type of Event

**Description** include a short blurb about the event

**Co-Host** Add any co-host organizations. Type the name and select the organization