REGISTERED STUDENT ORGANIZATION
FUNDRAISING GUIDE AND
AUTHORIZATION FORM

Make your fundraising a successful and rewarding experience!
Read this guide thoroughly and complete the authorization form
with your organization's advisor.

1. Identify that you’d like to administer a fundraiser on behalf of your organization.
   At your next student organization meeting, answer the following questions
   - What would we like to raise funds for?
   - How much would we like to raise?
   - How would we like to raise these funds?
   - How soon do we need to raise these funds?
   - How will we distribute these funds?

2. Review the answers to the above questions with your student organization’s advisor. Your advisor may have additional keen insight into ensuring that your fundraising efforts are successful.
   - With authorization from advisor, Registered Student Organization Authorization Form is filled out by advisor, club president and club vice president.

3. Send Registered Student Organization Fundraising Authorization Form to Director of Student Life and Leadership Development. The Director will verify the following items:
   - the organization is a registered student organization and has a fundraising account;
   - the fundraising opportunity does not violate any CSN policy or any state, local or national laws.
   - the fundraising form is received 45 days in advance of planned fundraising.

4. Director of Student Life and Leadership Development sends form to CSN Foundation Office. The CSN Foundation Office will:
   - schedule an additional meeting with advisor concerning fundraising specifics
   - provide EIN number to advisor
   - discuss additional ways to meet fundraising goal
   - give formal written authorization to proceed with fundraiser

CSN is an Equal Employment Opportunity/Affirmative Action Institution. For more information visit www.csn.edu/nondiscrimination
Fundraising can be challenging, but following these Dos and Don'ts will help your organization be successful!

- **DO**
  - Have a plan and a goal. Identify how much you want to raise and then a plan for how you’re going to get there.
  - Have a dedicated fundraising committee within your student organization if you want to raise a large amount.
  - Find unique ways to raise money – raffles, auctions, games, t-shirts – that allow your alumni to donate without making a direct cash donation. These methods are great for when your goals are smaller.
  - Utilize your friends and family for the fundraiser. Cast a wide net to raise money for your organization.
  - Use all your communication channels to get the word out about your fundraising – email, social media, push notifications, website. Keep the notes positive and informative. Let people know where they can find more details about your fundraising goals and activities.

- **DON'T**
  - Forget to say thank you!
  - Fundraise without official authorization from advisor, Director of Student Life and Leadership Development, and CSN Executive Director of Foundation.
  - Fundraise for any candidate for political office or political campaigns.
  - Student fundraising that is tied to the distribution of alcohol is not permitted.
  - Fundraisers may not be conducted for private gain of individuals or for-profit businesses.