

FUNDRAISING

The following general rules should be followed in fund-raising campaigns for outside non-profit agencies:

- ◆ Collection should be for a definite period of time not to exceed one month.
- ◆ Contributions should be voluntary. Any phase of a fund-raising campaign that could be embarrassing to students must be carefully avoided.
- ◆ Campaign plans, procedures, and distribution materials shall be submitted to the Office of Student Life for approval a least one week prior to the event.

To raise funds for your own club or association:

- Follow the guidelines above except the campaign may last longer than one month.
- If signing a contract with a vendor for selling items like discount books or candy bars you must submit a copy of the contract to Office of Student Life with your advisor's signature on it. A club may not commit to a contract that exceeds the current balance in their account.
- The Student Program Advisor for the Office of Student Life must approve any fundraising activity that involves selling of items other than bake sales (see Bakes Sale Rules for specific requirements). Clubs must fill out and submit a Revenue Potential form one week prior to the planned fundraiser and a Sales Analysis Form as soon as the fundraiser ends.

REVENUE POTENTIAL FORM

Activity: _____ Date: _____

Advisor: _____ Club: _____

Revenue	Expected	Actual	Difference
Sales: Quantity x Sales Price	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Revenue: Donations, Sale of Ads, etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Revenue (A)	<input type="text"/>	<input type="text"/>	<input type="text"/>

EXPENSES

Product Costs: Quantity x Cost (per invoice)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Costs: Freight, Advertising, etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Expenses (B)	<input type="text"/>	<input type="text"/>	<input type="text"/>

MISCELLANEOUS COSTS

Items Donated or Given as Prizes:

Quantity x Cost	<input type="text"/>	<input type="text"/>	<input type="text"/>
Items Unsold: Quantity x Cost	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Other Costs (C)	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL PROFIT (A-B-C)	<input type="text"/>	<input type="text"/>	<input type="text"/>

SALES ANALYSIS

Organization: _____

Fund Raiser Activity: _____

Date _____

Description of item(s) sold: _____

Advisor(s): _____

Number of Units Received Per Invoice: _____

Less Number Not Available for Sale: _____

of items not received from vendor _____

of damaged goods returned to vendor _____

of items given away and documented _____

of items verified on hand _____

Other _____

Number of Items Available for Sale (A) _____

Selling Price Per Unit (B) _____

Potential Revenue (AxB) (C) _____

Actual Money Received (D) _____

Cash overage (shortage) (C-D) (E) _____

Total Vendor Cost/Invoices (F) _____

Explanation(s) of Difference (E)

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____ Should equal (E)

Profit Analysis

Total Sales (D) _____

Less Expenses (F) _____

Difference = Profit/(Loss) (G) _____

Profit per item:

(G) divided by (A)