Fundraising & Cash Handling

Office of Student Activities and Leadership
2009-2010
Plan ahead!

1. Why do we need to fundraise?
   - fundraise for charity
   - fundraise to operate organization
2. Plan out events for the semester/year
3. Make a budget for events
4. Discuss events and budget outline with your organization
5. Start with a specific amount of $$$ to raise
Work as a team!

• Ask, “Who’s willing to help fundraise?”
• Create a fundraising/planning committee!
• Keep fundraising events for a specific amount of time
• Ask members for their ideas and input
Advertise fundraising event

- Flyers, bulletin boards, facebook, ePROA, NMC Webpage

- Give the community enough time to know about the event.

- Other ideas?!?!
Sample Flyer

• Include information:
  – Who: Your student organization
  – When: October 15th, 2009
  – Where: Building J
  – What: Collecting can goods for food bank
  – Include an email contact
Give Recognition

• Reward group members
  - Recognize the hard work of members
  - Display money raised by individual group members

• Recognize and thank donors
  - Send a thank you letter to donors
  - Send out press releases recognizing donors
Networking

- Invite the community to events and meetings
- Always look for possible contacts in the corporate field.
Fundraising Ideas

- Candy
- Create a discount card
- Host a Run/Walk
- Car Wash
- Formal Dinners
- Raffles
- Jail Bail
- Winter Garage Sale
- Concession Sales
- Plant Sale
- Gift Wrapping
- Bake Sales
- Spare Change Collection/Penny Wars
- Calendars
Be Aware!

• Be familiar with college policies about fundraising on campus
Cash Handling

• Internal control procedures must be in place at all locations handling cash to ensure the following objectives are met:
  – All cash receipts are collected
  – Cash receipts are accurately and properly recorded
  – Cash receipts are properly safeguarded during the time between collection and deposit
  – Cash receipts are deposited in a timely basis

• Timeliness of Deposits
  – All cash receipts totaling $500 or more at any location must be deposited NO LATER than the next banking day following the day of receipt
  – All cash receipts totaling less than $500 must be deposited at least weekly

• “Cash Receipts”= any collections of currency, coin, checks