

*All organizations are concerned with funding,
and a great way to generate financial resources is through fundraising.*

1. HAVE A PLANNING MEETING

Assess your financial status and needs.

- ➔ How much will your program cost?
- ➔ What is the current balance in your organization's account?
- ➔ Set fund raising goals and be sure to make it realistic.
- ➔ Example: To raise \$400 for the regional trip.

Use a calendar to chart your plan.

- ➔ Identify regular meetings, newsletter deadlines, executive meetings, etc.
- ➔ Determine your program dates.
- ➔ Select a good time for a fund raising activity. Timing is crucial. Don't over stress the organization members.

2. DEVELOP A FUND RAISING PROGRAM

Four basic ways to raise money.

- ➔ Selling memberships, goods, etc.
- ➔ Charging a fee for a service.
- ➔ Organizing a special event.
- ➔ Asking for donations (either from members and/or alumni or from corporate co-sponsors).

Choosing the right fund raiser.

- ➔ What are your member's interests and skills?
- ➔ Consider what other fund raisers are taking place on campus.
- ➔ What are all of the costs?
- ➔ Meet with your advisor.
- ➔ Is everyone in the organization enthusiastic about the idea?
- ➔ Check with the Office of Student Life for rules and regulations.
- ➔ Begin planning.

3. PLANNING THE FUND RAISER

- Use a backwards planning calendar to help organize the details.
- Go to Student Life for Event Planning & Registration consultation.
- Plan your publicity campaign.
- Get the whole organization involved.
- Delegate tasks and form committees (food, equipment, reservations, posters, fliers, etc.).
- Don't forget to follow-up regularly with all delegated responsibilities.

4. THE EVENT

- Have fun with it!

5. EVENT FOLLOW-UP

- Always secure the deposit of your receipts. The Office of Student Life will help with this. Check with them before the event.
- Thank all the contributors and be sure to keep in touch with them after the event.
- Evaluate the event with the committees and the organization as a whole. Make recommendations for future fund raisers.
- Begin to plan for the next year.

For more information or details contact the
Office of Student Life
Room 800A / 439-2181 ext. 3266

Club Resources - September 2008



Student Life
LOS MEDANOS COLLEGE