

### 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 fundraising goals and be sure to make it realistic.

#### 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 fundraising activity. Timing is crucial. Don't overwhelm the members.

### 2. Develop a Fundraising Program

#### Four basic ways to raise money.

- Selling memberships, goods, etc.
- Charging a fee for a service.
- Organizing a special event.
- Asking for donations.

### 3. Planning the Fundraiser

#### Choosing the right fundraiser.

- What are your members' interests and skills?
- 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 the fundraiser.

- 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 (food, equipment, reservations, flyers, etc.). Don't forget to follow up regularly with those involved.

#### 4. The event. Have fun with it!

**5. Event Follow up.** (Secure receipts of deposits, thank all contributors, evaluate the event, make future recommendations).

*Please refer to page 20 of the Handbook for Student Leaders for more fundraising ideas.*