

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 the 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).
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- A Revenue Potential Form must be filled out and submitted one week prior to the planned fundraiser and a Sales Analysis Form as soon as the fundraiser ends. These forms can be obtained from the Office of Student Life.

REVENUE POTENTIAL FORM

Club: _____

Activity: _____

Date of Activity: _____

Club Advisor: _____

| Revenue | <u>Expected</u> | <u>Actual</u> | <u>Difference</u> |
|--------------------------------------|-----------------|---------------|-------------------|
| Sales: Quantity x Sales Price | _____ | _____ | _____ |
| Other Revenue: Donations, etc | _____ | _____ | _____ |
| Total Revenue (A) | _____ | _____ | _____ |

Expenses

Product Costs:

Quantity x Cost (per invoice) _____

Other Costs:

Freight, Advertising, etc. _____

Total Expenses (B) _____

Miscellaneous Costs

Items Donated or Given as Prizes:

Quantity x Cost _____

Items Unsold: Quantity x Cost _____

Total Other Costs © _____

Total Profit (A-B-C) _____

SALES ANALYSIS

Club: _____

Activity: _____

Date of Activity: _____

Club Advisor: _____

Description of item(s) sold: _____

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: