

Fundraiser Timeline

Students and sponsors should work closely on planning and implementing fundraising on campus. Items marked with an asterisk (*) must be completed by the fundraising sponsor.

Review Planning Fundraisers from the Student Activities Handbook for details.

Does your fundraiser include tabling or an event? Review the Student Activities section for a timeline, checklist, and other details for planning and marketing.

4+ Weeks Out – Get Approval

- Read the Fundraising section of the Student Activities Handbook
- Coordinate a fundraising sponsor (must be an EFSC employee)
- Prepare a **Fundraising Request** with supporting documentation
- Submit documentation to the Student Life Coordinator and present at next SGA meeting
- Wait for official approval (Student Life Coordinator will email fundraising sponsor)

3+ Weeks Out – Get Planning

- Make purchases and track in Event Budget *
- Submit event contest and promotions *
- Email marketing information to Communications & copy the Student Life Coordinator *

2+ Weeks Out – Get Noticed

- Get flyers stamped and post them on campus in approved areas

Fundraising

- Track money and inventory exchanged
- Notify winner(s) of contests and promotions

Post-Event

- Deposit funds into an agency account
- Take down all event marketing on campus
- Submit Post Event Report and Event Budget to the Student Life Coordinator
- Present results at SGA meeting

Questions? Contact the Office of Student Life on your campus!