

Best Practices for Student Organization Fundraising

Fundraising Strategies

- Tabling for Donations
 - Setting up a table in a prominent area of campus is a great way to catch people walking to and from classes.
 - At the table educate the students about your cause, and explain how their donation would help.
 - Having a game or activity helps gauge interest and gets people over to your table
 - **How to:**
 - Submit an Event Form on Crimson Connection
 - After approval, use your organizations table, or check one out from the SILP office
 - **Collect Money!**
- Selling goods
 - Bake sales, t-shirt sales, or selling any goods is a great way to fundraise for your organization!
 - A popular way to sell goods on campus is by tabling (see above strategy).
 - Be mindful when it comes to the amount you spend on the goods, and the amount you plan to make from the sales.
 - You always want your profit to outweigh your costs
 - Having the goods donated ensures that the cost does not come out of the amount being raised.
 - If selling food, be mindful of the universities current food handling polices
 - **How to:**
 - Submit an Event Form on Crimson Connection
 - After approval, advertise your sale
 - Make a plan to gather the items for sale
 - Set up shop and **collect money!**
- Getting help from established businesses
 - King Zah's Pizzeria, Panda Express, & Mateo's are examples of business in Las Cruces known for helping student organizations fundraise.
 - With approval from the business, patrons are able to donate to your organizations as long as they mention your organization's name at checkout.
 - **How to:**
 - If you want to fundraise out of a chain restaurant, please search their national websites for information

- When using local establishments please reach out over phone or in person to speaker with the manager. They will be able to give you more information about how to set up business fundraising
 - Submit an Event Form on Crimson Connection.
 - After approval from the business and Crimson Connection advertise your fundraiser!
 - **Collect money!**
- Raffles or Silent auctions
 - Raffle off a prize that people are interested in will ensure higher raffle ticket sales.
 - Planning a silent auction requires multiple prizes to be auctioned off.
 - People are able to place bids on the different items for auction, and the highest bidder wins the prize
 - Coordinating a raffle or a silent auction works best when the prizes are donated.
 - This is because you can not guarantee you will receive the face value of the items though ticket sales or bids
 - Alternatives to store bought or donated prizes would be handmade gifts or experiences
 - Some examples of hand made gifts are; baked goods, paintings, etc.
 - Keep in mind that with hand made goods materials still have to be purchased
 - Some examples of experiences would be; pie an organization member, reviving a free dance lesson from an organization member, a social media spotlight, etc.
 - If purchasing the items for raffle or auction with organization funds, selling tickets and advertising needs to be of high importance!
 - **How to:**
 - Make a plan for acquiring the prize(s)
 - Submit an event form on Crimson Connection
 - After Crimson Connection approval, Advertise!!!
 - **Collect Money!**
- Host an exclusive event
 - A pancake dinner, private concert, or trivia tournament are all examples of exclusive events.
 - Selling tickets to those who want to participate a few weeks in advance will help create anticipation for the exclusive event.
 - **How to:**
 - Plan what kind of event your organization wants to host
 - Submit an event form on Crimson Connection!
 - Reserve a venue
 - Please consider that some venues require a reservation fee
 - Hire entertainment (if needed)
 - Please consider the cost of hiring entertainment

- Get security (if needed)
 - Please consider the cost of hiring security
 - Sell tickets for the event!
 - Tabling, word-of-mouth, and through social media are some examples of ways to sell tickets.
 - Run the event and **collect money!**
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- Car wash
 - Hosting a car wash is a great way to help others and earn money for your organization!
 - Selling tickets for the car wash, just allowing anyone to drive up and pay, or both is how you will make money.
 - Finding a location that does not disrupt traffic flow, but is also visible to the public is ideal!
 - **How to:**
 - Find a location to have your car wash!
 - Things to keep in mind; traffic flow, water hook-up, if on campus do you have permission from UPD and Parking services, and how will you clean up when it is over
 - Submit an event form on Crimson Connection!
 - After approval purchase the needed supplies.
 - Remember not to spend more on supplies than the amount you anticipate earning
 - Base the price of the tickets on the amount and quality of the supplies purchased
 - Advertise the car wash!!
 - Ensure you have volunteers.
 - Host the event and **collect the money!**

Requesting Funds From ASNMSU

- All Student Organizations at NMSU may request funds from ASNMSU senate if they meet the following criteria:
 1. Are a recognized student organization with SILP
 2. Have a senator sponsor a bill for them
 3. Complete a Financial Procedures Workshop
 4. Pay the initial cost of the trip/project
 5. Complete community service
- After these requirements are met your organization's bill will go through the senate committee meetings and then the Senate meeting to be voted on. If passed you must submit all receipts and documentation of your travel to the Comptroller's office to begin the reimbursement process.
- Another way to receive funding from ASNMSU is through a Council Appropriation.
 - Council Appropriations are for members of the councils.
 - For Undergraduate Council funding they may receive \$250 per semester or \$500 for the spring semester if funds are not used in the fall.
 - For Graduate Student Council members may receive up to \$400 and no more than \$800 per appropriation. (These are usually used for travel and journal publications.)
 - All amounts not used in the fall may be deferred to the Spring semester.
 - Council Appropriations may be found on the ASNMSU Crimson Connection page under documents.
 - Once filled out and signatures are complete, the last signature will be from the Comptroller and will be sent for processing to the Assistant Comptroller.
 - A quote will be obtained from the organization for purchase, and it must be tax free.

Further Questions about requesting funds from ASNMSU can be directed to ASNMSU's Comptroller! Email: asnmsuc@nmsu.edu!

The Do's and Don'ts for Handling Student Organization Funds

Do's

- **Do** use a Cash Handlers form
 - You can get a Cash Handlers from the ASNMSU Comptroller
- **Do** establish a bank account for organization use only
- **Do** keep electronic or physical copies of all receipts if selling goods
- **Do** have more than one person in charge of finances, for checks and balances!
 - The treasure, president, and advisor should all have access to the account information

Don'ts

- **Do not** leave cash unattended!
 - Always have a plan regarding where the cash will be stored before depositing it into the bank account
 - Using a money bag is best practice
- **Do not** use Go Fund Me for donations collection
 - GoFundMe will charge tax to the individual who sets up the account
- **Do not** over spend on supplies
 - If fundraising for a cause make sure you have enough money to spend on supplies since you will be donating the money you collect instead of keeping it.
 - You can "pay-back" your organization for what was spent on supplies and donate the remaining amount
- **Do not** use multiple Venmo accounts
 - Using multiple accounts can put organizations at risk of theft
 - Having one Venmo account that is linked to the organizations bank account is best practice