

Tips for Hosting an Effective Fundraiser

Fundraising may be an essential part of your club's operations. In order to maximize the amount of money your club can raise, it is best to have a strong game plan and lots of support.

Some tips:

- Start planning early!
- Have a solid fundraising goal!
- Make sure your goal is attainable!
- Get the word out!
- Have fun!



Common Fundraisers

Event Requests must be submitted at least **15 business days** in advanced!

- Sales (Club Merch Sales)
- Services (Carwash, Gardening)
- Restaurant fundraiser (Applebee's)
- Pints-for-Non-Profits (Humbrews)
- Requesting Donations (Solicitation Letters)

Special Fundraisers



These type of fundraisers require **a lot** of dedication and planning! It is important to get started and get our offices involved early for large events. Due to government filing and policy compliance, Event Requests must be submitted at least **21 business days** in advanced! Some may need up to 2 months!

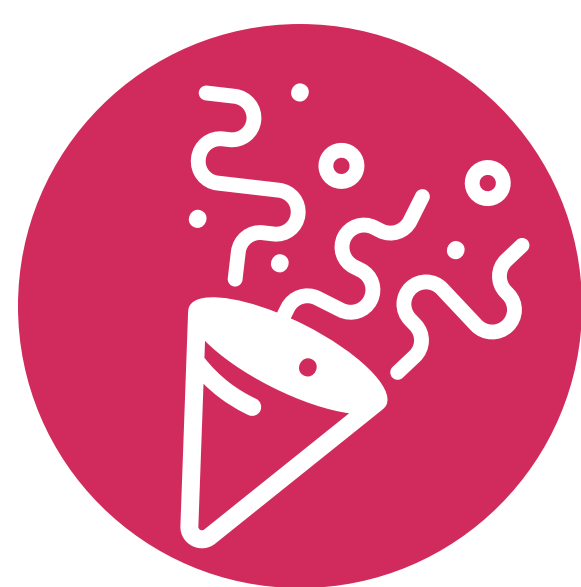
- Ticket Sales (Dance, Show)
- Raffle
- Auction (Needs Department Sponsor)
- Contest (Footrace, Cornhole)
- Crowdfunding (HSU's Giving Page)



What else to know about Fundraisers?

Did You Know?

A raffle is a form of gambling and is illegal in the State of California. Only registered 501c3 non-profit organizations may host a raffle.



Planning

It may seem fun to host a large event, but too many details can make planning it overwhelming. If your event covers more than one type of fundraiser activity (as previously noted), you will be in for a large project. Talk to our offices so we can help you figure out the best course of action.



Cash Handling Training

In most fundraisers, your club members may collect cash. To ensure that money is handled properly and to deter fraudulent activity, club members must attend a cash handling training with the Club Financial Coordinator prior to the fundraiser.



Raffles, Auctions & Contests

These type of fundraisers need special approval since there are state and federal filings required. This process is facilitated through the Office of Philanthropy.

Consider this:

Goal Why do you need to raise money? What is your call-to-action? Why should people participate?

Time How long will it take to plan? What approval steps are needed?

Location Where will your event take place? What process is needed to rent space?

Audience To whom does your event appeal to? Students? Parents? Community members?

Safety Do you have a plan for an emergency? Will you need to hire security or buy insurance?

Accommodate Is your event accessible for disabled persons? Have you considered dietary restrictions?

Marketing How will you get the word out about your event? Social Media? Flyers? Radio/Newspaper ads?

Electronics What equipment do you need? Lighting, sound, internet? How many outlets do you need?

Supplies What supplies are necessary to make your event a success? Decorations? Tables & Chairs?

Budget What is your expected revenue and expenses? Will your fundraiser be profitable?

Have Questions?



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