Fundraiser Procedures and Policy
GCC Clubs and Student Life

General procedures for planning a club fundraiser
1. Identify a cause or purpose for raising money.
   a. If money is being raised for an outside agency, make contact with them in advance to make sure you can use their image and/or name in conjunction with your fundraising event. This is also the time to obtain a copy of the organization's W9 and contact info (name of a person and mailing address are needed).
2. Determine a method for raising money.
3. Secure programming space by making necessary reservations (i.e., info tables, room reservations, etc...).
4. Submit all necessary paperwork in advance of and following the event.
5. Follow all campus posting policies when advertising the event. Fliers and other marketing materials can be worked on in Student Life; computers, printers, and limited art supplies are available to student clubs.
6. Clubs are responsible for providing their own petty cash as needed.
7. All fundraised monies must be deposited first into the club account through Student Life.

Fundraiser and Raffle Policy
1. At least one week prior to event, submit Fundraiser Registration Form to Student Life.
   a. If money is being raised for an outside organization, a copy of their W9 must be submitted at this time to Student Life along with the Fundraiser Registration Form.
2. For general fundraisers:
   a. A sign must be posted at all times during a fundraising event stating who is organizing the fundraiser and where funds are being donated.
3. For raffles:
   a. All raffle tickets must have two parts with corresponding numbers. Part one should include the name of the club hosting the raffle along with the drawing date, time, location, prizes, and cost of ticket. This portion of the raffle ticket goes to the participant. Part two of the ticket is to be completed by the participant and should ask for their name, email address, and telephone number. This part goes to the host organization to be entered into the drawing.
   b. A clear end date/time to selling raffle tickets must be established prior to the start of the raffle. The drawing must take place after the selling deadline has passed.
   c. The club advisor, or his/her designee, is responsible for keeping a list of club members who receive a raffle ticket to avoid any conflicts of interest. The drawing must be done by individuals who are not participating in the raffle.
   d. Once a drawing is held, the club advisor, or his/her designee, notifies the winner(s) and arranges prize pick up. Winners need to sign for their prize. This sheet must be submitted along with the event summary to Student Life following the event.
4. Immediately following the event (fundraiser or raffle), the club must deposit all fundraised money into their club account through Student Life and complete the 'event summary' portion of the Fundraiser Registration Form.
   a. If a donation is being made to an outside organization, the club advisor or student leader must write a letter to the business/organization. This letter should be delivered to Student Life when funds are deposited and the event summary is completed. This letter is important because it will accompany the donation to the organization. Student Life will keep a copy of the letter and send the original along to the Business Office with a request for payment. The letter should include the following:
      i. Name of the club, date of fundraiser, and amount being donated.