

FUNDRAISING

ORGANIZATION FUNDING FOR OPERATIONS

The Department of Student Involvement & Engagement may offer funding for student organization events, venue rentals, and conferences/competitions. Read the following guidelines carefully to ensure that your funding request will qualify. There is no guarantee that a request may be fully funded. Funding is available for programs, venue rentals, and travel. Some restrictions apply. Your organization can review the Student Organization Funding Guidelines on the Department of Student Involvement website.

WHAT IS THE PROCESS OF FUNDRAISING ON CAMPUS?

1. Make sure your plan of action is aligned with and follows university policy about solicitation. If you think you are in a grey area, you probably are. Check with Student Involvement staff or your advisor.
2. Reserve a space using the Outdoor Reservation Mazevo link under Campus Access on the Department of Student Involvement website at least 2 weeks in advance
3. If you are selling or distributing food/drink, someone on site must have a food handlers license. You must submit the license holders name and number to Campus Access 5 days prior to the scheduled date.
4. You must always keep a printed copy with you while distributing the food/drink.
5. Follow all recommended event planning guidelines.

FUNDRAISING DO'S & DON'TS

DO

- Follow the guidelines to Charitable Raffle Enabling Act from the Texas Occupations Code section 2002 and the Raffles section of the student org handbook if you choose to hold a raffle
- Follow the UPPS Solicitation Procedure Guidelines when tabling
- Be prepared to deposit your money quickly into the proper accounts

DON'T

- Hold an unauthorized raffle. Unauthorized raffles are a class A misdemeanor and are considered to be gambling.
- Participate in an unauthorized raffle. This is a class C misdemeanor
- Wait to deposit your money for more than a few days
- Have multiple people handling money. Only your treasurer should be handling your money.

PHILANTHROPY

WHAT IS PHILANTHROPY?

Philanthropy is an effort an individual or organization undertakes based on an altruistic desire to improve human welfare. Often, this is in the form of a charitable monetary donation but is not limited to just money. Donating your time and energy to a charitable cause is also a form of philanthropy.

DONATION TYPES

ONE-TIME DONATIONS

- Most common types of donations. Monetary donations made with a specific amount that are not given on a regular or recurring basis are considered to be one-time donations.
- For example, if your student organization has a bake sale and is able to write a \$200 check to Hays County Food Bank, this is considered a one-time donation. Even if 2 months later you can write another \$200 check for Hays County Food Bank, it is still considered a one-time donation.

RECURRING GIFTS

- This type of giving is a commitment made to an organization/charity that allows a predictable flow of monetary gifts rather than giving a “lump sum” of money.
- For example, if you have set up an automatic payment of \$10 a month to Hays County Food Bank, that is considered to be a recurring gift.

IN-KIND GIFTS

- As stated before, not all philanthropic gifts have to be monetary. You can give to an organization of your choosing by volunteering your time, goods, or expertise. Many organizations rely on volunteers to execute their daily operations.
- For example, if you regularly volunteer at the Hays County Food Bank by organizing and stocking shelves, you are providing an in-kind gift thus relieving the food bank from having to use funding to pay someone to do that job.

PHILANTHROPY DO'S & DON'TS

DO

- Be transparent in where you are getting your money from
- Choose a philanthropic effort that aligns with your organization's values and purpose. You want your members to be able to unite and stand for a purpose together.

DON'T

- Accept money from someone or an entity that you would not feel comfortable disclosing to the public
- Choose a philanthropic effort without having a discussion with your organization first. Be a united front.