

Student Org Training: Fundraising

2024-2025 Academic Year

Check-In QR Code

Student Org Training Attendance



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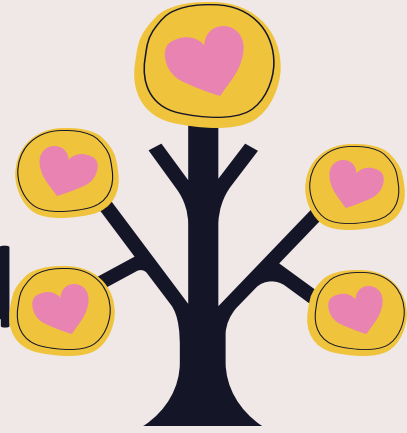
Share ideas



01

Ice-breaker

- Name
- Year in School
- Student Org + Eboard
Position

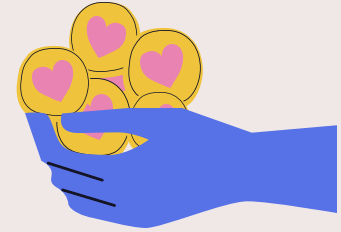




02

Fundraising Policies

Types of Fundraisers



Internal Fundraisers

“Internal fundraisers are defined as events sponsored to raise money for internal organizational use (e.g., operating expenses, organizational activities, etc.)”

External Fundraisers

“External fundraisers are defined as events sponsored to raise money for charitable, tax-exempt organizations external to the university.”
Example: Philanthropy Organizations

Solicitations or Donations

“Asking for funds or donations of goods or services either for internal organizational use, activity, or in support of an approved internal or external fundraiser.”
Note: Also called “In-Kind Contributions”

Internal Fundraisers

1. Contributions to internal fundraisers are not tax deductible. The net proceeds of the fundraiser are to be dedicated only to funding the organization's activities that comport with the organization's stated purpose(s).
2. Student organizations may not rely on the university's tax exempt status in organizing or operating such an event and shall in no way imply that the university is a sponsor of the event.
3. Fundraisers that promote the use and/or sale of alcohol (e.g., happy hours) will not be approved.
4. Fundraisers involving credit cards (e.g., credit card applications) will not be approved.

External Fundraisers

1. The proposed recipient must be an IRS-recognized 501 (c) (3) organization...All commercial or political activities or organizations as well as unorganized or unrecognized public groups...are strictly excluded as recipients.
2. The funds devoted to such purposes are to be confined to the net amounts realized from voluntary contributions made to such activity, and may not include any sums budgeted or allocated out of student activity fees, residence hall fees, or other general university revenues.
3. Contributions to external fundraisers must be made payable directly to the external charitable organization and charitable organization. Contributions may not be made payable to the university. The student organization and charitable organization shall in no way imply that the university is a sponsor of the event.

Donations + Solicitations

1. The net proceeds of the fundraiser are to be dedicated only to funding the organization's activities that comport with the organization's stated purpose(s), or for a previously approved campus project.
2. No solicitations will be made or given for the benefit of another tax-exempt charitable, educational, or religious off-campus organization; or any commercial or political organizations or activities; or unorganized public or private groups irrespective of their avowed aims or purposes.
3. Funds requested are to be derived from voluntary contributions specifically made to meet the purposes of the approved solicitation.
4. Solicitations of any person or entity other than a student organization member (e.g. faculty/staff, alumni, individuals who are not alumni, parents, corporations, foundations) require review and approval from AMU Student Engagement Services.

General Policies

- 1. No raffles, lotteries or sweepstakes may be held. An event involving all three of the following: (1) an entry fee (2) a prize (3) chance/luck, may fall under the legal definition of gaming, which is regulated by state law.**
2. All applications must be submitted for approval at least two weeks prior to the fundraising activity by completing an Event Registration Form.
3. Fundraisers that promote the use and/or sale of alcohol (e.g., happy hours) will not be approved.
4. Fundraisers involving credit cards (e.g., credit card applications) will not be approved.



Full Fundraising Policy



03

SOF

Student Org Funding

Student Org Funding (SOF) is funding provided to student orgs from MUSG. This funding is by application only and you have to attend a separate training to apply for it. Policies, procedures, and the application can be found on the MUSG Website. The Committee meets weekly on Mondays.

The screenshot shows the Marquette University website with the title "Student Org Funding Request from MUSG 2023-2024". Below the title is a "Student Org Funding Overview" section. It explains that SOF is a rolling process and provides a list of key points for the 2024 semester, including application dates, approval requirements, and a timeline for events. At the bottom, there are two columns: "What can be funded?" and "What cannot be funded?".

Student Org Funding Overview

SOF is a rolling process, meaning allocations will be reviewed throughout the semester.

- For Spring 2024 Semester, the funding application will be open from January 8 to April 19.
- You **MUST** apply at least 14 days before your event, or your application will be rejected.
- Organizations must send at least one representative to a SOF training hosted at the beginning of the school year.
- Any requests for over \$2,500 require Senate approval. Due to this, organizations are required to send a representative to Senate to advocate for their request.
- You must **register your organization's event** on MARQUETTE 21 days prior to its planned date.
- NOTE:** SOF Committee will not meet the weeks of March 4, 2024 and March 10, 2024 because of midterms and spring break. Please plan accordingly. If you have events that may be impacted by this timeline, you should submit applications for funding earlier rather than later. For example, if you have events happening the week of March 18, 2024, you want to submit your funding request the last week of February.

What can be funded?	What cannot be funded?

The screenshot shows the MUSG website with the heading "KEEPING STUDENTS ACTIVE". It includes an "Apply for Funding" button and a "FORMS:" section with links to "Special Form", "Budget/Inventory Form", "SOF Expense Sheet", "Payment Inv. for", "Timeline / Contract Form", "Request Contract Form", and "SOF Manual". Below this is a "TIMELINE FOR SPRING SEMESTER 2024" section.

KEEPING STUDENTS ACTIVE

Apply for Funding

FORMS:

- Special Form
- Budget/Inventory Form
- SOF Expense Sheet
- Payment Inv. for
- Timeline / Contract Form
- Request Contract Form
- SOF Manual

TIMELINE FOR SPRING SEMESTER 2024

- January 8, 2024: Funding application is now being accepted.

The screenshot shows the MUSG website with the heading "TIMELINE FOR SPRING SEMESTER 2024". It lists key dates and events, such as the start of funding applications, the SOF Committee meeting, and the deadline for applications. Below this is an "OUTLINE OF PROCESS" section detailing the steps from application to funding.

TIMELINE FOR SPRING SEMESTER 2024

- January 8, 2024: Funding application is now being accepted.
- January 16, 2024: Senate meeting to review funding requests.
- February 22, 2024: SOF Committee meeting to review funding requests.
- April 19, 2024: Funding application deadline for the year.
- Week of April 22, 2024: Last week to fund requests.
- After April 22, 2024: Spring semester begins.

OUTLINE OF PROCESS

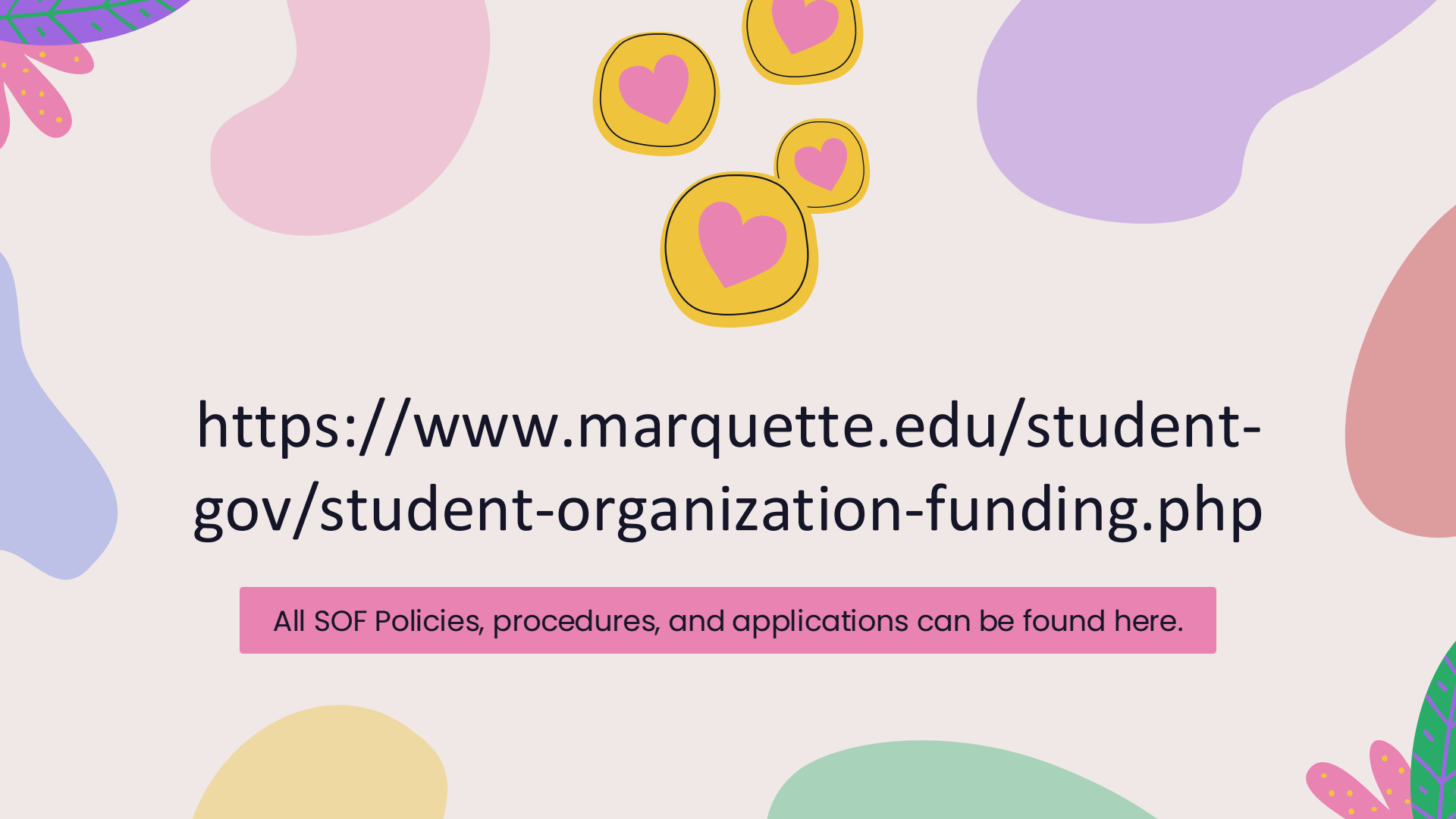
- Complete required training, information and document submission by the meeting date.
- Submit the application to the SOF Committee.
- SOFCOMMITTEE: Review the application and make a decision.
- Final approval from the SOF Committee. This will be a final decision on whether to fund the request.
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REQUIRED TRAINING

- SOFCOMMITTEE: Review the application and make a decision.
- Final approval from the SOF Committee. This will be a final decision on whether to fund the request.

SOF Policy Overview

1. All student organizations recognized in good standing may apply for SOF.
2. It is mandatory for a student organization's President or E-board member to attend one of the scheduled training sessions on the SOF process before applying for funding.
3. SOF applications must describe the proposal, describe the monetary requirements, and describe how it benefits the Marquette community in detail.
4. Plan events in advance of the application. We cannot consider previous allocations for the organization's event nor similar events of other organizations. – You must apply 14 days in advance of your event.
5. All applications must contain proof of cost for every expense requested. Proof of cost can be in the form of screenshots of item cost on websites, quotes from vendors or facilities, or past receipts and contracts.
6. Applying does not guarantee funding from MUSG. Student organizations cannot apply twice for the same event, even if funding is denied.

The background features several large, soft-edged abstract shapes in shades of pink, purple, blue, yellow, and green. In the upper center, there are five yellow circles, each containing a pink heart. The overall aesthetic is bright and cheerful.

<https://www.marquette.edu/student-gov/student-organization-funding.php>

All SOF Policies, procedures, and applications can be found here.



04

How to Plan a Fundraiser

Tabling Fundraiser

- To request a table you can visit <https://www.marquette.edu/event-services/request-space.php> OR you can visit Event Services in AMU 245.
 - To book online you can go to the spaces section and click on any of the options labeled “table”
 - **Note: you cannot sell food in the AMU**
- You have to register your tabling event via the event registration form on Presence/Modern Campus. (If you have questions pertaining to this please attend the training on next Monday)

The screenshot shows the 'Online Space Booking' interface. At the top, it says 'Space Booking' and 'Online Space Booking'. Below that, it indicates the 'Available Search Range: February 22, 2024 - February 18, 2025 7:00 AM - 10:30 PM'. The main form has three tabs: 'Single Day', 'Multiple Days', and 'Recurring'. The 'Single Day' tab is active. The form includes fields for 'Date' (02/23/2024), 'Start Time' (07:00 AM), 'End Time' (10:30 PM), and '# Of Attendees'. There are also 'Features' and 'Setup' dropdown menus. A search dropdown menu is open, showing options: 'AMU 204', 'AMU 2nd Floor Entire Lobby', 'AMU 2nd Floor Lobby Carpet', 'AMU 2nd Flr table1' (which is selected), 'AMU 2nd flr table2', 'AMU 2nd flr table3', and 'AMU Text Ex center'. A 'Search' button is visible. Below the form is an 'Availability Calendar' section with a note: 'The calendar below can be used to see when events are happening. A highlight indicates events happening on that day or time.'

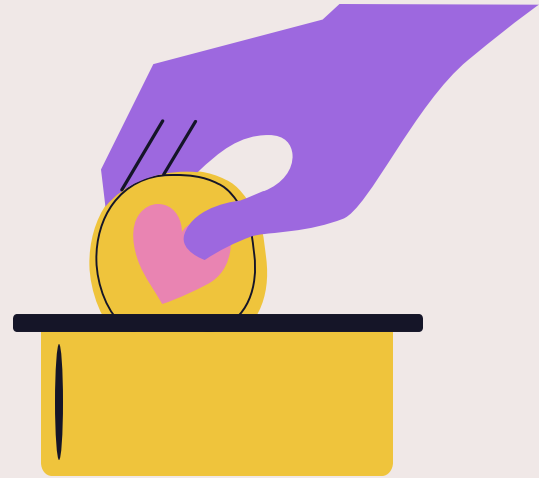
Business partnerships

- Popular businesses for organizations to partner with:
 - Maki Yaki
 - Sobelman's
 - Chipotle
 - Serenitea
- Steps to connect with businesses
 - Go into the business and ask to speak to the manager about a fundraiser
 - Obtain a good contact for that business
 - They will typically provide you with dates, times, and percentages that work for them.
 - **DO NOT BE AFRAID TO NEGOTIATE!!!**



Raffle Alternative

- **Raffles, paid drawings, or sweepstakes are not allowed under any circumstances.**
 - This is not a new rule or policy and it is due to Marquette's lack of a gambling licence.
 - If you are unsure if something is allowed please reach out to Katja Benz and she can provide clarity. (katja.benz@marquette.edu)
- Raffle Alternative
 - Silent Auction
 - People will provide a "bid" for an item on a sheet of paper. Then whoever bids the highest will get the item.
There is no element of chance.





05

Banking



06

Share
Ideas/Contacts



- What Ideas for fundraisers do you have?
- What fundraisers have you done in the past?
- What contacts do you have?

Check-In QR Code

