

Leadership Backpack

www.gustavus.edu/CAO
Campus Activities Office
(507) 933-7590

Funding Your Organization

The following is information about obtaining an account for your organization as well as a few fundraising tips. Remember, your organization must be a Recognized Student Organization in order to receive funding – so make sure you ask the CAO about how to become recognized!

Funding from Student Senate

- Budgets and mid-year allocation requests must be submitted in the official forms found on the Student Senate's website, addressing each individual expense in line-item fashion.
- For all activities, organizations requesting funding from Senate must include the date, place, and, if applicable, a quote of the cost from the speaker, entertainer, or organization upon presentation of their proposal to the Finance Committee.
- When submitting a Budget Proposal or Mid Year Allocation Request, a group must provide the following information to be read before the finance committee and Senate:
 - A short statement (approximately 100 words) outlining the value that the organization provides to the Gustavus community.
 - Specific goals that the organization hopes to achieve during the academic year.
 - Plans on how the group hopes to pursue alternative sources of funding.
 - If, in the previous academic year, an organization submitted the information outlined above, that organization must provide a brief statement reflecting their accomplishments, pursuant to those goals, over the past year.
 - An inventory of all items previously purchased with Student Senate funds that are intended to be in use for more than one year by that group.

Getting Started

Get an On-Campus Account!

To get an account for your registered student organization, contact Kris Haugen at (507) 933-7508 in the Finance Office of Carlson Administration Building. You will need an account if your registered student organization handles any money.

Fundraising Ideas

- Winter carnival or bazaar** – Hold a winter carnival or bazaar. Invite students, staff, and the community. Charge admission and/or a small fee to play games.
- Battle of the Bands** – Gather some bands from your local community. Book a venue and advertise with posters, flyers, and radio announcements. Hold a mini concert in which the audience chooses the winning band.
- Swim-a-thon** – Get sponsors for the number of laps you swim.
- Beat the Goalie** – Pick the best hockey or soccer goalie you know and invite people to try to score a goal for a prize. Every participant has to pay to play.
- Coupon Sale** - Have coupons donated by local businesses to create a large coupon book and sell them to students and community members.
- Charity Ball** – Hire a DJ or a band, rent a hall, advertise, and sell tickets for a dance.
- Dog Show** – Invite faculty, staff, and community members to show off their dogs in a show. Make it a competition that people pay to enter, and offer a prize for the best groomed dog, most- and least-obedient dog, and so on.
- Game Show** – Recreate one or more of your favorite game shows and charge contestants a small entrance fee. Sell tickets to the audience.
- Karaoke** – Rent a karaoke machine, sell tickets or charge an admission fee, and sing all night.
- Concession Stand** – Purchase products at Sam's Club and get in a high visibility, high traffic, high demand spot. Perhaps at major event!
- Cornhole/Bags Tournament** -- You may reserve and rent sets from the Information Desk.

This resource is adapted from the "Leadership Toolbox" designed by Minnesota State University - Mankato.

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Part of fundraising on a campus with many organizations and causes is enlisting creative ideas to raise money. This is a compilation of many unique fundraising ideas.

Mile of Dollars - This event challenges the community to make a mile of dollars by purchasing a piece of ribbon. The ribbon is cut to the length of a one dollar bill and is displayed at a public location.

Diva it Up - Design and sell t-shirts advertising your group's cause.

Eat for a Cause - Ask a local restaurant to donate 10% of their profits on a designated night for your cause in exchange for encouraging supporters to eat there.

Matching Gift - Ask a corporation or individual to match any donations your organization collects in a specified amount of time. Then, contact potential donors about giving to match the gift.

Who's Got Talent - Hold a talent show with an entry fee for each act and sell tickets.

Pump it Up - Coordinate with a local gas station to have volunteers serve as gas station attendants who pump gas and clean windshields for donations for a day.

Dance Marathon - Sponsor an event that lasts a specific amount of time (12-24 hours). Participants raise money in order to participate in the event (either individually or as an organizations). Top fundraisers are recognized and local businesses can sponsor each hour for a theme (e.g. Texas Roadhouse can sponsor a square dancing hour and teach the dance they do in the restaurant, the swing club can sponsor an hour to teach swinging).

Spaghetti Dinner - Spaghetti is a low-cost meal that's easy to make in large amounts, and everyone loves it! Some other fun, low-cost dinner options are pancakes and hotdogs.

Balloon Pop - Before filling a balloon with air or helium, put a note inside. Have a certain number of the notes worth a prize. Have people buy balloons and pop them in the hope of getting a prize.

Go Hairless - Volunteers commit to shaving their heads if a specified amount is raised by a deadline.

Rent-a-Worker - Volunteers commit to working for an afternoon doing any odd jobs sponsors "hire" them to do.

Fashion Show - The club organizes a fashion show in the mall or with a popular store. Tickets are sold to the event.

Wine-Tasting Event - This is put on by a touring wine tasting company, and it also includes live and silent auctions.

Create a cookbook and sell it - If you're a budding Master Chef, put your recipes into a book and sell them to friends and family.

Ask CAB about Co-sponsoring a weekend movie - Sell candy and drinks at the weekend movie.

Dunking booth - have staff, faculty, and community members sit in the dunking booth. Participants pay per bucket or ball to pitch.

Faculty/Staff vs Students - coordinate any competition between faculty/staff and students (e.g. volleyball game, basketball, field day of games, etc.).

Spell S-U-C-C-E-S-S - Hold a spell-a-thon with each contestant collecting donations for the number of words they spell correctly. The top winners receive donated prizes.

It's a Wrap - Coordinate with a store to offer gift wrap services during the holidays.

Going Once, Going Twice - Seek out service and product donations and hold an online or in person silent auction.

Bail Me Out - Handcuff two willing fundraisers and let them lose when they raise "bail".

It's a Bust - Sell balloons for \$10 each and insert a number in each that corresponds to a available prize and read off the winning number.

Fore! - Hold a tournament at a golf course that will offer reduced greens fees and get prizes donated.

Band and choir concerts - Ask a Gustavus band to donate their time by performing a benefit concert for your cause. Charge admission for the event.

Bag groceries - Ask a local grocery store if you can bag people's groceries for donations. Be certain to put up a sign saying where their donations will go.