



# Fundraising & Cash Handling

Office of Student Activities and Leadership

2009-2010



# Plan ahead!



1. Why do we need to fundraise?
  - fundraise for charity
  - fundraise to operate organization
2. Plan out events for the semester/year
3. Make a budget for events
4. Discuss events and budget outline with your organization
5. Start with a specific amount of \$\$\$ to raise

# Work as a team!

- Ask, “Who’s willing to help fundraise?”
- Create a fundraising/ planning committee!
- Keep fundraising events for a specific amount of time
- Ask members for their ideas and input



# Advertise!

Advertise fundraising event

- Flyers, bulletin boards, facebook, ePROA, NMC Webpage
- Give the community enough time to know about the event.
- Other ideas?!?!?



# Sample Flyer

- Include information:
  - Who: Your student organization
  - When: October 15<sup>th</sup>, 2009
  - Where: Building J
  - What: Collecting can goods for food bank
  - Include an email contact

**COME JOIN US  
FOR**

**FANTASY BATTING  
PRACTICE & PICNIC  
at the**

**BALLPARK**

**Sunday  
August 13  
11am to 4pm**

**AT&T PARK**

**A Charity Event Benefiting  
The Kelly Corliss Foundation**

[www.kellycorliss.com](http://www.kellycorliss.com)

**Cash Bar in  
Giants Dugout  
Food Included  
With Admission**

Tickets Limited to 200 People  
Groups Welcome  
Kids Discouraged

— cut along dotted line

Company \_\_\_\_\_ Number of Guests \_\_\_\_\_  
Name \_\_\_\_\_ Total Amount Enclosed \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Minimum Donation Per Person: \$125  
State \_\_\_\_\_ Please Make Checks Payable to: **SF Giants Enterprises**  
Zip \_\_\_\_\_

hosted by:  
Don Tepman  
Andrew Reeder

Please Send Checks to:  
Stanbach Retail  
301 Howard Street, Suite 900  
San Francisco, CA 94105

For Questions Contact:  
Don Tepman or Andrew Reeder 415-908-4930

Tickets & event information will be mailed by mid-June upon receipt of payment

# Give Recognition

- Reward group members
  - Recognize the hard work of members
  - Display money raised by individual group members
- Recognize and thank donors
  - Send a thank you letter to donors
  - Send out press releases recognizing donors

# Networking

- Invite the community to events and meetings
- Always look for possible contacts in the corporate field.





# Fundraising Ideas

- Candy
- Create a discount card
- Host a Run/Walk
- Car Wash
- Formal Dinners
- Raffles
- Jail Bail
- Winter Garage Sale
- Concession Sales
- Plant Sale
- Gift Wrapping
- Bake Sales
- Spare Change Collection/Penny Wars
- Calendars





# Be Aware!

- Be familiar with college policies about fundraising on campus



# Cash Handling



- Internal control procedures must be in place at all locations handling cash to ensure the following objectives are met:
  - All cash receipts are collected
  - Cash receipts are accurately and properly recorded
  - Cash receipts are properly safeguarded during the time between collection and deposit
  - Cash receipts are deposited in a timely basis
- Timeliness of Deposits
  - All cash receipts totaling \$500 or more at any location must be deposited NO LATER than the next banking day following the day of receipt
  - All cash receipts totaling less than \$500 must be deposited at least weekly
- “Cash Receipts”= any collections of currency, coin, checks