

## **Student Organization Fundraising Guidelines**

**These guidelines have been prepared to help your fundraising event be as successful as possible while avoiding duplications or conflicts with other organizations on campus or businesses in the local community.**

1. Any fundraiser held on campus must be associated with a college department, a sports team or an established student organization.
2. If your organization plans to sell shirts or other apparel, you must first talk with the bookstore manager, because of the college's contract with the store. She may be able to help you purchase the items at a reduced rate.
3. A fundraising form outlining the details of the event must be submitted to Michele Tinker at the Office of Institutional Advancement (Defiance Hall 216) for approval prior to the start or the promotion of the event. It is best to do this in the planning stages of your fundraiser, so that we can help you avoid problems.
4. Any local businesses that your group plans to approach must be listed on the fundraising form and should not be approached until your list has been approved. This is to prevent area merchants from being overwhelmed by repeated requests for donations from the many different groups at Defiance College.
5. All fundraising applications need to have the signature of a member of the president's cabinet before being submitted to the Institutional Advancement office. Members of the cabinet include the vice president of academic affairs/academic dean, the vice president of student engagement/dean of students, the dean of the McMaster School, the athletic director, the vice president for finance and management, the vice president of Institutional Advancement, and the vice president of enrollment management.

If you have any questions about planning your event or completing the fundraising application, please call Michele Tinker at ext. 2303. We want you to SUCCEED!

