



Fundraising 101

Jill Finch

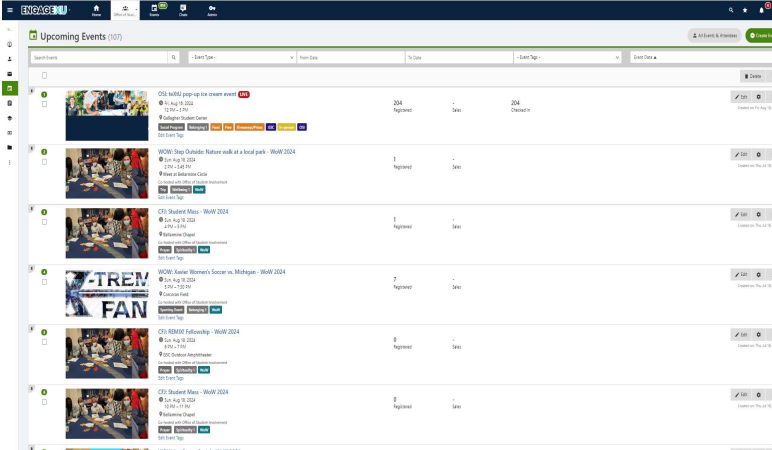
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Involvement Coordinator



Submitting Events in EngageXU

- Student organizations must submit all events and activities as **Events** in EngageXU. This includes meetings.
- All events including meetings **MUST** be submitted 2 weeks in advance.
- When submitting the event, you will automatically complete a supplemental form for your event to be approved.
- When submitting an event, please have as much **accurate detail** as possible, including confirmed spaces (if applicable) and promo/graphics.
- If you go back later and change details, the form will route for approval a second time.



The screenshot displays the 'Upcoming Events' page in EngageXU. The page features a search bar at the top and a list of events. Each event entry includes a thumbnail image, the event title, date, location, and approval status. The events listed are:

Event Title	Date	Location	Approval Status
CSU 10000 group-up for event	11 Aug 19 2024	12 PM - 2 PM	204 Approved
WOW! Stay Outside Nature walk at a local park	11 Aug 19 2024	10 AM - 12 PM	1 Approved
CSU Student Music	11 Aug 19 2024	4 PM - 6 PM	1 Approved
WOW! Super Hero! Soccer vs. Michigan	11 Aug 19 2024	1 PM - 2 PM	7 Approved
CSU 10000 Fellowship	11 Aug 19 2024	10 AM - 12 PM	8 Approved
CSU Student Music	11 Aug 19 2024	10 PM - 11 PM	8 Approved
WOW! Ice Cream Social	11 Aug 19 2024	10 AM - 12 PM	8 Approved



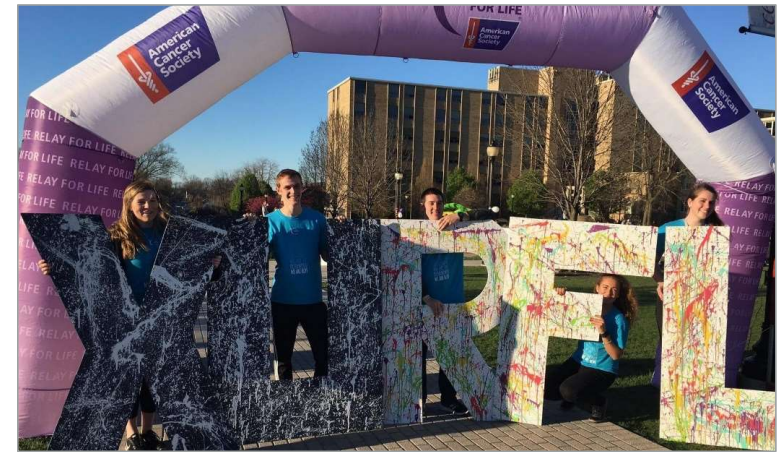


Fundraising

- Student Organizations are required to register all fundraising activities
 - Sales to members (t-shirts or club apparel)
 - Sales to individuals outside of the club (including those outside of Xavier)
 - Ticket Sales
 - Dues Collection
 - Working an event in an effort to generate revenue (such as concessions at a game)
 - Collected donated items for charity (such as disaster relief or food donations)
- Student groups are prohibited from selling homemade baked goods.
- When fundraising for charitable/philanthropic purposes, the organization needs to carefully track any funds raised and is responsible for processing the entire donation as a payment to the charity through the university.
- Dues or event registration fees can be easily collected through EngageXU. Contact Student Involvement if you're interested in setting up online dues payments.

Donating Funds & Scholarships

- Student Activity Fee dollars can not be donated, which includes disbursing these dollars to others as a scholarship.
- Groups interested in donating funds to a charitable organization need to fundraise those dollars and deposit fundraised dollars into your student organization fund.
- Treasurers (or fundraising chairs) are responsible for tracking these dollars separately and noting what amount in your group's balance is eligible to donate.
- Scholarships also must be fundraised in order to be given to any recipient.
 - March Gladness is a great time each spring to consider a focused campaign on this fundraising!



Sales to Members & Individuals Outside of your Club

- Club Apparel / Spirit Wear Sales
 - T-shirts, sweatshirts, jackets etc.
- Dues collection
 - Collect dues from members
- Ticket Sales
 - Purchasing tickets for different activities or galas
- Candy Grams
- Popcorn
- Yankee Candle



Fundraising Ideas

Tournaments

- Cornhole
- Basketball 3 v 3
- Pie a person
- Dunk Tank
- 5k Run/Walk
- Working Concessions
 - Reds
 - Bengals
 - FC Cincinnati
 - Cyclones
 - Cintas – Basketball games



Fundraising Ideas Continued

- Holiday Fundraisers
 - Angel Tree
 - Trick-or-treat Fundraiser
 - Valentine's Day Flower Sale
 - Candy Grams
 - Thanksgiving Food Drive
 - Turkey Bowl
 - Flag football tournament
- Fundraisers around Cincinnati
 - Chipotle
 - Stones
 - Currito





End of Campus Programming

The cut off each semester for student events is on the Friday before finals week at midnight. Campus events can resume once finals have officially ended for the semester.

- 2024-2025 Dates:
 - Fall Semester: Friday, December 6
 - Spring Semester: Friday, May 2

Gambling Policy

In short, money cannot be exchanged for betting, split the pot, or cash prizes with a raffle. Students cannot receive cash as a prize.



Questions?

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