Checklist For A Fundraising Event

- 1. Identify whether this fundraising event would be for your student organization or a community philanthropy.
- 2. If you plan to use the UNI Logo, you need to get University Relations approval first
- 3. Utilize best practices for collecting money
- 4. Some ideas for fundraising for yourself:
 - a. Bake Sale
 - b. Art and crafts sale
 - c. Concessions stand work
 - d. Leaf raking
- 5. Some ideas for fundraising for others
 - a. Partner with a business (Panera, Ponchero, Tidal Wave) for a give back night
 - b. Bake sales
 - c. Food event
 - d. Charged admission for event
- 6. If you need assistance, email us at involvement@uni.edu

| The Budget: Prepare a proposed budget Identify funding sources (NISG or personal org money) | Date Completed by | Assigned To |
|---|-------------------|-------------|
| General (on campus): | | |
| Check with University Calendar | | |
| Reserve a facility (<u>EMS Calendar</u>) | | |
| (table in MU is free but a room may have a cost) | | |
| Reserve Equipment | | |
| Coordinate room or outside set up | | |
| General (off campus): | | |
| Coordinate with non profit | | |
| Plan for parking | | |
| Reserve Equipment | | |
| Food (on campus) | | |
| Determine what food you want | | |
| Work with UNI Catering | | |
| Choose an approved vendor | | |
| Catering Exemption | | |
| Bake Sale Exception Form | | |

Accommodations/Accessibility

| Is your event accessible to all students? | | |
|---|--------|----------|
| What accommodations do you need to offer? | | |
| Marketing | | |
| Promotional plan | | |
| Design materials | | |
| Print materials (Copy Works) | | |
| Use Student Involvement's Content Creator | | |
| Miscellaneous | | |
| Create a timeline | | |
| Gambling or raffle license (if needed) | | |
| Purchase Supplies | | |
| (connect with Student Involvement Secretary to finalize purchasing de | tails) | |
| Recruit volunteers | | <u>.</u> |
| Make a plan for handling the money | | |
| Make a follow up thank you plan | | |