

## Club Fundraising 101

You want to raise some funds for your club. The Office of Campus Life and Student Engagement and the Foundation want to make it as easy as possible for you! Please read along this document to see which category your fundraiser would fall under, so you know who to contact. We have also included a simple list of DO's and DO NOT' when it comes to fundraising.

### Fundraiser Type 1 – Bake Sales/Homemade Goods

If you are baking cookies, preparing food, or trying to sell anything homemade on campus, please reach out to Melinda Ursetta ([Melinda.Ursetta@canyons.edu](mailto:Melinda.Ursetta@canyons.edu)). This type of fundraiser will also require your club advisor to fill out a Food Permit Form which can be found on the College's Intranet. This form must be filled out 2 weeks prior to your fundraiser. Melinda will be able to provide you with a cashbox for you to collect cash for your sales. Please remember that you will not be able to use Venmo, Paypal, or Zelle to collect payment.

### Fundraiser Type 2 – Restaurants, Businesses

This type of fundraiser usually involves asking restaurants or other businesses for a portion of the sales to your club. In order to host this type of fundraiser you must fill out the Fundraising Activity Notification Worksheet and receive approval from the Office of Campus Life and Student Engagement and the Foundation. Restaurants/businesses may ask for a W-9 which is provided by the Foundation.

### Gifts-in-Kind

These gifts are tangible items in the form of goods as opposed to gifts of cash. This goes along with Fundraiser Type 2 as you may get goods, such as food and beverages to support your fundraiser or event. Please contact the COC Foundation for more information on accepting these types of gifts.

Fundraiser Type 2 requires all clubs to fill out a [Fundraising Activity Notification Worksheet](#) and must be approved prior to holding the fundraiser.

### Fundraiser Type 3 – Asking Friends and Family

Friends and family are most likely to give. They're probably the ones participating in Fundraiser Type 1 and/or 2! Did you know that the Foundation can set up a GIVING PAGE for your club? E-mail Desiree Dodd ([Desiree.Dodd@canyons.edu](mailto:Desiree.Dodd@canyons.edu)) to get more information.

### DO

1. REACH OUT EARLY – It is always helpful to be notified at least 2 weeks in advance to ensure that your fundraiser will be successful and that the funds earned will be deposited properly into your Club or Foundation account.
2. ASK QUESTIONS – If you are unsure, always ask questions. Please e-mail [campus.life@canyons.edu](mailto:campus.life@canyons.edu) to be directed to the right person to get your questions answered.

### DO NOT

1. VENMO, PAYPAL, or ZELLE – These forms of payments are unacceptable as the Foundation will not be able to provide any proof that a donation has been made. There have also been instances where payments received through Venmo, Paypal, Zelle, or other third party software go “missing” because the person in charge of the account does not follow through with making the deposit properly.