

USG APPROPRIATIONS, FUNDRAISING AND OBTAINING SPONSORSHIPS



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WHY IS YOUR ORGANIZATION SEEKING FUNDS?

TODAY'S ADVISOR BREAKFAST

1. **USG AND GPSA APPROPRIATIONS**
2. **FUNDAMENTALS OF A SUCCESSFUL FUNDRAISER**
3. **FUNDRAISING OPPORTUNITIES**
4. **BANKING OPTIONS FOR STUDENT ORGANIZATIONS**
5. **TAX ID NUMBERS**



USG APPROPRIATIONS



STUDENT GOVERNMENT FUNDING OVERVIEW

EACH OF THE FIVE “ARMS” OF STUDENT GOVERNMENT COORDINATES THEIR OWN FUNDING PROCESS FOR CAMPUS CLUBS AND ORGANIZATION

- FIVE SEPARATE PROCESS, RULES, AND FUNDING AMOUNTS**
- FIVE SEPARATE BUSINESS AND/OR DEAN’S OFFICES TO COORDINATE PAYMENT THROUGH**

ALL STUDENT GOVERNMENT FUNDING REQUESTS ARE ON A STUDENT-TO-STUDENT LEVEL

TEMPE CLUBS & ORGANIZATIONS FUNDING

GENERAL APPROPRIATIONS: TO ASSIST WITH WEEK-TO-WEEK OR INTERNAL COSTS SUCH AS MARKETING MATERIALS, BANNERS, TABLE CLOTHS, BONDING/CLUB DEVELOPMENT ACTIVITIES, WEEKLY MEETING EXPENSES, ETC.

UP TO \$1,200 FOR GENERAL FUNDING (MUST USE BY APRIL 27, 2018)

- CLUBS MAY ONLY APPLY ONCE PER YEAR FOR THE GENERAL LUMP SUM
- MAY BE USED THROUGHOUT THE YEAR AT THE CLUB'S DISCRETION
- ALL RECEIPTS MUST BE TURNED IN WITHIN TEN DAYS OF PURCHASE
- WILL NOT ROLLOVER TO 2018-2019

TEMPE CLUBS & ORGANIZATIONS FUNDING

EVENT FUNDING: TO FUND EVENTS FOR THE STUDENT BODY TO ATTEND THAT ENRICH THE SUN DEVIL EXPERIENCE AND PROVIDE MEANINGFUL OPPORTUNITIES FOR ENGAGEMENT OUTSIDE OF THE CLASSROOM.

- APPLICATIONS ON AN EVENT-BY-EVENT BASIS
- APPLICATION DEADLINE DETERMINED BY THE DATE OF THE EVENT
:: MINIMUM OF 21 DAYS BEFORE THE EVENT, FURTHER FOR HIGHER AMOUNTS ::
- MUST INCLUDE A SPACE RESERVATION AGREEMENT ON ALL EVENT APPLICATIONS
:: WE WILL NOT FUND FOOD IN ACADEMIC SPACES ::
- NO LONGER FUNDING OFF-CAMPUS VENUE FEES

EVENT APPROPRIATIONS

UNDERGRADUATE STUDENT GOVERNMENT - ORGANIZATION FUNDING

Amount Requested	Application Due
Under \$2,000	3 Weeks (21 Days) Before Event
\$2,000 - \$4,999	4 Weeks (28 Days) Before Event
\$5,000 - \$9,999	5 Weeks (35 Days) Before Event
More Than \$10,000	6 Weeks (42 Days) Before Event

***STUDENT ORGANIZATION FUNDING MANAGED BY USG AT [HTTP://WWW.ASUUSG.COM/](http://www.asuusg.com/)**

[HTTPS://WWW.ASUUSG.COM/CLUB-FUNDING](https://www.asuusg.com/club-funding)



FUNDRAISING FUNDAMENTALS

**SET A GOAL
(CHOOSE SOMETHING YOU CAN ACCOMPLISH)**

DEVELOP A PLAN AND A BUDGET

MAKE A SCHEDULE/TIMELINE

**WE PUT THE
FUN
IN FUNDRAISING**

FUNDRAISING FUNDAMENTALS

CREATE EXCITEMENT AND ENTHUSIASM

PROMOTE PROMOTE PROMOTE

KEEP RECORD OF DONORS & SPONSOR(S)

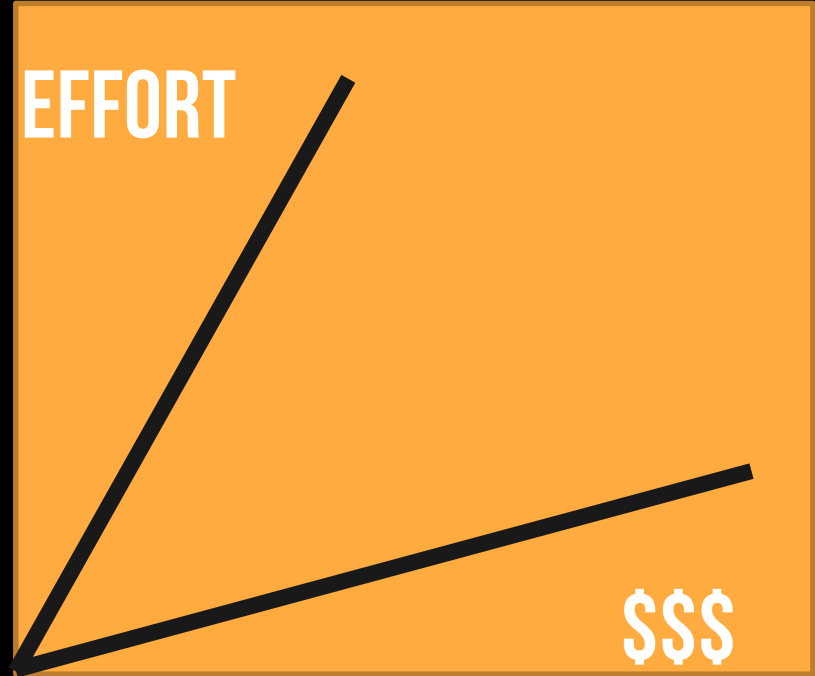
DEBRIEF AND FOLLOW-UP



SUPPLEMENTAL MONIES FOR ORGS

- VENDOR SPONSORSHIP ON HAYDEN MALL
- MEMBERSHIP DUES
- DONATIONS AND / OR SPONSORSHIPS
- “CROWDFUNDING EFFORTS”
- PERCENTAGE NIGHTS

****BAKE SALES ARE NOT PERMITTED**



FEEL FREE TO REACH OUT TO STUDENT ORGANIZATION STAFF FOR SUPPORT AND / OR TO ANSWER QUESTIONS REGARDING FUNDRAISERS

HAYDEN LAWN

NON-UNIVERSITY ORGANIZATIONS ARE ABLE TO COME ARIZONA STATE UNIVERSITY 5 TIMES PER SEMESTER
STUDENT ORGANIZATIONS ARE ABLE TO SPONSOR A NON-UNIVERSITY ORGANIZATIONS 5 TIMES PER SEMESTER

- **EVENT MEETING SERVICES MANAGES**
- **THERE ARE ONLY 3 SALES/PROMOTION SPACES**
- **RATES HAVE INCREASED FROM \$75 PER DAY TO**

\$125 PER DAY



MEMBERSHIP DUES

EXAMPLE OF MEMBERSHIP DUES COVERS:

- VOTING RIGHTS
- ATTENDANCE TO CONFERENCE
- NATIONAL DUES MEMBERSHIP
- MEMBERSHIP PARAPHERNALIA
- ACCESS TO SPECIFIC EVENTS
- CARPOOL OPPORTUNITIES

TIMELINE:

- FIRST MONTH
- THROUGHOUT THE MONTH
- ONLINE/CASH/CHECK
- SEMESTERLY/ANNUALLY



SPONSORSHIP

- IDENTIFY LOCAL BUSINESSES THAT RELATE/CONNECT WITH MISSION
- CRAFT A LETTER TO SPONSORS DESCRIBING HOW THEIR BUSINESS WILL BENEFIT FROM A SPONSORSHIP
- CREATE LEVELS OF SPONSORSHIPS BASED ON VALUE OF DONATION
- FOLLOW UP FREQUENTLY UNTIL YOU HEAR FROM THEM



CROWDFUNDING

PITCHFUNDER [HTTP://PITCHFUNDER.ASUFUNDATION.ORG/](http://pitchfunder.asufoundation.org/)

PITCHFUNDER IS A PROGRAM FROM THE ASU FOUNDATION DESIGNED TO EMPOWER THE ASU COMMUNITY TO RAISE THE FUNDS THEY NEED FOR THE PROJECTS, EVENTS, AND ORGANIZATIONS THEY'RE PASSIONATE ABOUT.

KICKSTARTER [HTTPS://WWW.KICKSTARTER.COM/](https://www.kickstarter.com/)

KICKSTARTER HELPS ARTISTS, MUSICIANS, FILMMAKERS, DESIGNERS, AND OTHER CREATORS FIND THE RESOURCES AND SUPPORT THEY NEED TO MAKE THEIR IDEAS A REALITY.

INDEGOGO [HTTPS://WWW.INDIEGOGO.COM/](https://www.indiegogo.com/)

A LAUNCHPAD FOR ENTREPRENEURIAL IDEAS; RAISE MONEY FOR YOUR IDEA AND FIND YOUR FIRST CUSTOMERS FROM OUR COMMUNITY OF MILLIONS.

GOFUNDME [HTTPS://WWW.GOFUNDME.COM](https://www.gofundme.com)

HELP YOURSELF, YOUR RELATIVES, FRIENDS OR CHARITIES.

PERCENTAGE NIGHTS

RESTAURANT FUNDRAISERS ARE A RELATIVELY EASY WAY TO RAISE MONEY FOR YOUR GROUP.

PICK THE RIGHT RESTAURANT FOR YOUR ORGANIZATION

- CONTACT THE RESTAURANT
- REVIEW THE DETAILS
- PLAN YOUR NIGHT AT THE RESTAURANT
- GET THE WORD OUT
- FOLLOW UP

THEY'RE ALSO GREAT FOR BUILDING COMMUNITY

Join the men of Alpha Phi Alpha Fraternity, Inc.-Nu Upsilon Chapter and the Theta Iota Chapter of Iota Phi Theta at:



Percentage Night
Dine-In Only

Thursday, March 27 2014
2307 Jackson Ave W, Oxford, MS
5:30 PM- 9:00PM

Proceeds Benefit



UNIVERSITY RESOURCES

- **WOODSIDE COMMUNITY ACTION GRANT**
- **CHANGEMAKER CHALLENGE**
- **COOLEY SERVICE AND LEADERSHIP GRANT**
- **COLLABORATE WITH DEPARTMENT/CLUBS**
- **SIRF GRANTS (SUSTAINABILITY)**



FUNDRAISING OPPORTUNITIES

SUSTAINABILITY GRANT: \$500 PER 15 VOLUNTEERS

ZERO WASTE AMBASSADORS EDUCATE EVENT ATTENDEES ABOUT
PROPER RECYCLING AND WASTE DISPOSAL AT A VARIETY OF EVENTS.

SIGN UP ON SUNDEVILSYNC AT

[HTTPS://ORGSYNC.COM/162849/FORMS/271843](https://orgsync.com/162849/forms/271843)



ORGANIZATION BANK ACCOUNTS

STUDENT ORGANIZATIONS THAT FUNDRAISE, COLLECT MEMBERSHIP DUES, HAVE SPONSORSHIPS, AND / OR RECEIVE NON — ASU FUNDS ARE ENCOURAGED TO OPEN A CLUB BANK ACCOUNT

- 1. USG AND GPSA AWARDED FUNDS ARE NEVER DEPOSITED INTO A CLUB BANK ACCOUNT**
- 2. “OFF CAMPUS” BANKING INSTITUTIONS**
 - EXPLORE OPTIONS AND REQUIREMENTS BEFORE OPENING AN ACCOUNT**
- 3. MUST OBTAIN TAX IDENTIFICATION NUMBER — TIN, OR EMPLOYEE IDENTIFICATION NUMBER — EIN PRIOR TO OPENING CLUB BANK ACCOUNT THROUGH IRS**
- 4. DESIGNATE “SIGNERS” THAT HAVE AUTHORITY / ACCESS TO ACCOUNT**

***CLUBS ARE SOLELY RESPONSIBLE FOR THE MANAGEMENT & RECORDS OF BANK ACCOUNTS**

BANKING OPTIONS FOR ORGS

ARIZONA STATE CREDIT UNION

[HTTPS://WWW.AZSTCU.ORG/](https://www.azstcu.org/)

MIDFIRST BANK

[HTTPS://ASU.MIDFIRST.COM/](https://asu.midfirst.com/)

- EMPLOYER IDENTIFICATION NUMBER
- AT LEAST TWO CO-SIGNERS ON YOUR ACCOUNT
- ONE COULD BE ADVISOR (FOR TRANSITION PURPOSES)
- COPY OF CONSTITUTION AND MEETING MINUTES WITH SIGNERS NAMES LISTED



TAX ID NUMBER/EIN

ONLINE APPLICATION

[HTTPS://WWW.IRS.GOV/BUSINESSES/SMALL-BUSINESSES-SELF-EMPLOYED/APPLY-FOR-AN-EMPLOYER-IDENTIFICATION-NUMBER-EIN-ONLINE](https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online)

BUSINESS EQUIVALENT TO A SOCIAL SECURITY NUMBER
NEEDED IN ORDER TO OPEN BANK ACCOUNT (MUST BE
COMMUNICATED IN OFFICER TRANSITIONS)

NOT-FOR-PROFIT STATUS

- WHEN RAISING MONEY FOR AN NOT-FOR-PROFIT EXTERNAL ORGANIZATION YOU SHOULD REQUEST USE OF THEIR TAX ID NUMBER.
- DO NOT DEPOSIT THESE FUNDS INTO CLASS/CLUB ACCOUNTS – RATHER GIVE THE CHECKS DIRECTLY TO THE NOT-FOR-PROFIT EXTERNAL ORGANIZATION.

NON-PROFIT STATUS

I. WHEN RAISING MONEY FOR AN NOT-FOR-PROFIT EXTERNAL ORGANIZATION YOU SHOULD REQUEST USE OF THEIR TAX ID NUMBER.

II. DO NOT DEPOSIT THESE FUNDS INTO CLASS/CLUB ACCOUNTS — RATHER GIVE THE CHECKS DIRECTLY TO THE NOT-FOR-PROFIT EXTERNAL ORGANIZATION.

III. REQUIRES YOUR PERSONAL SOCIAL SECURITY NUMBER AND CAN COST MONEY TO START

IV. 6 - 18 MONTH PROCESS

V. HOLDS OFFICER PERSONALLY ACCOUNTABLE FOR FILING OF TAX RETURNS AND OTHER GOVERNMENT DOCUMENTS.

VI. EIN NUMBER NOT ENOUGH TO RECEIVE TAX DEDUCTIBLE DONATIONS

STUDENT ORGANIZATION RESOURCE ROOM

I. WHEN RAISING MONEY FOR AN NOT-FOR-PROFIT EXTERNAL ORGANIZATION YOU SHOULD REQUEST USE OF THEIR TAX ID NUMBER.

WORKSHOPS & TRAINING SESSIONS

AVAILABLE TO REGISTERED STUDENT ORGANIZATIONS



CONTACT US

WE'RE HERE TO HELP !



480 — 965 - 9665



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FACEBOOK / TEMPECLUBSASU



TWITTER / @CLUBSASU



ANY QUESTIONS?