USU Student Organization Fundraising

Student Organization Fundraising is defined as any event where the student organization intends to raise additional funds through solicitation (funds and/or items), charging admission to a fundraising event, or selling products or services. This excludes collecting membership fees or dues. This includes fundraisers that may benefit the student organization, other charitable groups or an individual.

Only student organizations that have been pre-approved by completing the Application to Raise Funds at least ten business days prior to the day of the fundraiser will be allowed to fundraise.

FAQ Questions:

How does the Student Organization submit an Application to Raise Funds?

Go to https://www.usu.edu/advancement/requests/web/student/form.html. Applications must be completed at least ten business days prior to the day of the fundraiser. The application will determine the workflow and approval process that your fundraiser event will go through. The following information will be requested in the application:

- Name of Student Organization
- Club Advisor Name
- Banner index to deposit funds
- Web link to the mission statement of Student Organization
- Fundraising event date, start time and location
- Purpose of the proposed fundraising event
- Will donations be solicited from off campus persons, organizations & corporations? If yes, you will be requested to submit a list of names, type of donation seeking, amount you hope to obtain, if they have previously supported your group and how they are related to your group or proposed activity.
- Who will benefit from the funds and/or profits of your fundraiser?
- If you are co-sponsoring with another student organization.
- Are you planning on charging admission, selling books, t-shirts, food, or other items in conjunction to your fundraiser? If yes, please include the admission prices as well as a list of all items with details of the merchandise to be sold.
- Does the event have a performer/artist who would like to sell merchandise (such as CD, posters, clothing)? If yes, please include a list of items with details of the merchandise to be sold.
- Will the donor receive anything of value in return for their contribution? If yes, include description and FMV of items to be received.
- Approval may be needed by: Student Organization Advisor, University Unit (Dean or VP), University Advancement Office, University Controller’s Office and/or University Licensing/Marketing
Applications must be completed and approved for each fundraiser, unless the event is for the same activity on a regular basis. For example, if the student organization plans to sell items every Tuesday at a table outside the Student Center for fall semester, only one application is necessary. For multi-day fundraising, the student organization will need to supply an end date.

Emergency fundraisers (e.g., raising money for injured student, hurricane victim): You will need to work directly with your Financial Officer in your unit.

**How will I know if the Fundraiser has been approved?**

**Does my Fundraiser qualify to offer tax-deductible gift receipts?**

**Can a Student Organization still fundraise if they don’t qualify to offer a tax-deductible gift receipt?**

**What are some fundraising options?**

**Are there other special requirements that I need to know before fundraising?**

**Useful Links:**

[USU Cash Handling Policy](#)
[USU AggieFunded](#)
[Sponsorship Guidelines](#)
[Credit Card Acceptance Methods](#)
[Cash and Credit Card Handling Training](#)
[Request an online donation form](#)