

***FUNDRAISING
RESOURCE
GUIDE***

INTRODUCTION

This Fundraising Resource Guide is designed to assist and inform sport clubs of fundraising opportunities. It is recommended that each club establishes a fundraising officer to be responsible for keeping things organized and efficient. Fundraising is one of the most important responsibilities of a sport club. Clubs may receive only a portion of their budget from the university/department; therefore they rely heavily on membership dues and fundraising efforts. For this reason, each club should participate in at least two fund-raising activities/events per year. Before organizing a fundraiser or soliciting funds from various donors, clubs must contact program staff for approval and support. An officer duty description should include responsibilities such as:

- Deciding upon and implementing various fundraisers for the club and club members.
- Obtaining approval for fundraisers.
- Communicating with the program advisor in charge of fundraising regarding fundraising activities. This advisor may be able to help with publicity generating ideas.
- Communicating with your club treasurer to determine the club's financial needs.
- Planning ahead for potential financial needs. (i.e. National Championships)
- Delegating responsibilities of fundraising to other club members. (i.e. sub-committees)

We strongly recommend that clubs look further into the companies they plan on working with by contacting them and/or visiting their website. More details on the products or services a club is interested in can be found at a company's website. By researching specific companies, a club might discover many new products and services perfect for fundraising.

The appendix consists of a large directory of contacts. These contacts will aid you in finding additional fundraising ideas. The opportunities to increase a club's budget are expansive and are only limited to the dedication of the club members.

FUNDRAISING TIPS

To make a fundraiser successful, it is vital for the club to:

- Determine why raising funds is essential. (What is the specific cause or need?)
- Develop a fundraising officer position.
- Create strong direction and leadership throughout the organization of the fundraiser.
- Recruit and motivate club members to become involved.
- Establish an effective public relations program using various forms of media.
- Keep all receipts and record transactions as necessary.
- Record all information regarding the fundraising event to help future club members in planning similar events.

When a club decides to organize a fundraiser, consider the following:

- How much money does the club want to raise?
- What is the cause of the club's fundraiser? (i.e. Nationals funding.)
- Who is the target market for the fundraiser?
- What special events can best serve the target market?
- How much money will the club have to put up front for the fundraiser?
- When is the most opportune time to begin the fundraiser? (i.e. Selling Christmas wrapping paper should be started by Thanksgiving.)
- Where is the best location for the fundraiser to take place?
- What must be done for the fundraiser before, during, and after the event?

Options to consider when dealing with club members:

1. When handing out products for a club member to sell (i.e. T-shirts, candy, etc.) have them pre-pay for the items. They will be more motivated to sell their product and money collection will be easier.
2. When handling catalog sales, make sure there is a deadline. Maximum length should be about 2 weeks.
3. Club members should have a goal of how many items they need to sell.
4. Keep in mind that it may take a few weeks to receive the product the club has ordered. Remember to factor in Holiday breaks.

Event Approval Process

- Set a date/Secure facility
 - Be sure to look for scheduling conflicts with other organizations on campus and around town.
- Get proper approval from appropriate staff
- Role of Recreational Sports
 - Advisor and approval; banker, setting up an account or working within the club account, cash handling, depositing funds, legal and fiscal compliance.
- Planning Assistance
 - Contact program director for additional information.
- Contracts
 - Students, faculty or staff do not have authorization to sign contracts of any type.
- Insurance
 - Special event insurance may be required depending on type of activity.
- Donations
 - Submit all necessary forms. Be sure to complete all areas of the forms and have the appropriate signatures.

Special Issues to Consider Regarding Fundraising

- Will the event bring in sufficient funds to warrant the expense and resources needed to raise the funds?
- Why should this program be held?
 - Goals and Objectives
 - Who will benefit
 - What will be accomplished
 - What is the necessary time commitment for planning and implementing the event
- Who is this program being held for?
 - Identify the audience and their interests
 - Choose an event that has appeal and will generate interest
- Budgeting
 - What revenue is expected?
 - What are the expenditures? Will donations be a factor?

- Determine the break even point
- Set a profit goal

Publicizing

- In order to make the most money and have a high participation level with the fundraising program, publicity is essential. The following is a list of ideas that may be used when publicizing for an event.
 - Start early – the sooner the event starts the more participation it will have.
 - Advertise in “high traffic” areas around campus and town.
 - Inform all club members about the event. They can help with word of mouth with friends and classmates.
 - “Save the Date” flyers – print and disperse a few weeks in advance, be sure to include important information (date, time, location and cost)
 - Mailings and Invitations
 - Event Program Booklet

Legal Issues

- Insurance
- Contracts
- Locations
- Alcohol/Drugs
- Food Handling
- Driving
- Safety/Risk Management
- Volunteers

For all additional information on Safety and Risk Management, contact the staff/risk manager within the Campus Recreation department.

TABLE OF CONTENTS

INTRODUCTION

Before getting started on any fundraiser, it is important to review this section. It covers areas such as how to use this guide and some tips that will help fundraisers run smoothly.

SECTION ONE:

Self-Organized Fundraisers

These fundraising ideas are designed to be completed with no outside help. Ideas in this section can be planned and implemented without relying on a fundraising company.

1. Letter Drive to Friends and Family
2. Letter Drive to Alumni
3. Letter Drive to Companies
4. T-Shirt Sponsorship
5. Rent An Athlete
6. Sponsor A Dinner
7. Car Wash (Also Boat or Dog Wash)
8. Finals Survival Kit
9. Publish Your Own Cookbook
10. Cow Plop
11. Bingo Night
12. Garage Sale
13. Competition Programs
14. Beach Volleyball Tournament
15. Bigger and Better
16. Bowl-A-Thon
17. Calendars
18. Recycling
19. Coin Drive
20. Loft Construction in Residence Halls
21. Dance-A-Thon
22. Silent Auction
23. Date Auction

SECTION TWO:

Weekend Fundraisers

Included in this section are fundraisers such as alumni weekend, parents' weekend and various tournament ideas. Take note that these are fundraisers that take a lot of time and organization on the part of the club.

1. Alumni Weekend
2. Parents Weekend
3. Host a Tournament
4. Marathons, Biathlons, Triathlons, Contests
5. Skills Clinic
6. 24 Hour Relay

SECTION THREE:

Candy Sales

This section is focused on various candies that sell from \$0.50 to \$2.00 a piece.

1. Candy Bars
2. Lollipops
3. Candy Grams

SECTION FOUR:

Food and Baked Goods

This section contains all sorts of edible products from cookie dough to pizza. These are easy fundraisers when a club has limited money to invest.

1. Pizza With Pizzaz
2. Breakfast & Brunch Items
3. Gourmet Coffee
4. Frozen Gourmet Cookie Dough
5. Krispy Kreme Doughnuts

SECTION FIVE:

Club Apparel

Looking for a fundraiser that also doubles as publicity? This section provides clubs with companies to create club apparel that can be personalized for advertising appeal.

1. T-Shirt Apparel With Club Logo Sales
2. Selling of Company Apparel
3. Trash Bags with Colors and Logos

SECTION SIX:

Restaurant/Community/Corporate Sponsorships

Here clubs can find ways to utilize various restaurants that provide support in one way or another. Some restaurants allow clubs to utilize their facility for fundraisers and others donate items such as gift certificates.

1. Restaurant Sponsorship
2. Restaurant Discount Cards
3. Club Tuesday's
4. Waitress/Waiter Night

5. Special Event Security
6. Supermarket Sweep
7. Cell Phone Turn-In
8. Event Staff (Club Officials)
9. Sport Camp
10. Vending Machines
11. Carnival Night
12. Craft Fair
13. Flower Bulbs

SECTION SEVEN:

Catalogues and Everyday Items

How about letting the customer decide what they want to buy? This section includes catalogues that offer a variety of items to sell, as well as other useful items such as auto visor clips and cookbooks.

1. Catalogue Orders
2. Auto Visor Clips
3. Candle Sales
4. Publish Your Own Cookbook

SECTION EIGHT:

Donation Card Fundraisers

This is the perfect fundraiser for a club that is dedicated enough to go out into the community and ask for support. Donations are small, but results will pile up when enough people contribute.

1. Donation Tree
2. Scratch Cards
3. Pennies To Dollars Cards

SECTION NINE:

Holiday Fundraisers

Holidays are the perfect time to sell items. People are already looking to buy. From roses for Valentines Day to wrapping paper just before Christmas, these are the easiest of products to sell.

1. "Special Day" Flowers
2. Jingle Bell Shop
3. Holiday Wreath Sale

SECTION TEN:

APPENDIX A

Additional Fundraising Companies on the Internet

Still haven't found the perfect fundraiser? The appendix offers a variety of additional sources for more fundraising ideas. All of these ideas have websites where clubs can obtain more detailed information.

APPENDIX B

Miscellaneous Forms

- Fundraising Proposal
- Cash Securities
- Gift in Kind
- Event Game Plan
- Safety and Risk Management Plan

This may be the most important section to be aware of. Here clubs will find the forms that are required when doing various fundraisers. Please make sure to browse through this section and become aware of the uses of the different forms.

SECTION 1



Self Organized

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

LETTER DRIVE TO FRIENDS AND FAMILY

FUNDRAISER INFORMATION

Approximate Time Required: 3 weeks or more	# Of Club Members Needed: All club members
Suggested Value of Service/Product: Donation	Possible Profit: \$1000 – \$4,000

Materials Required:

Addresses from club members, letterhead, envelopes, and typed address labels

1. Procedure:
2. Create a professional, polite letter including the club's mission statement and what a donation can help the club achieve. Remember this is a REQUEST *
3. Have the letter proofed and approved by appropriate personnel
4. Print the final copies on department or club letterhead
5. Obtain addresses from each club member (ex: Each member is to submit 5-10 addresses of friends or family who might be interested in donating money)
6. Type addresses onto labels and affix to department or club envelopes
7. Put addressed letters into outgoing mailbag
8. Keep track of donations and send thank you letters

*Sample letter attached

Date

Dear Friends & Family:

The Women's Lacrosse Club at XYZ University has been experiencing success beyond anyone's expectations in the past two years. In May of 2001, the club accomplished what they had only dreamed of in the past. They won the National Championship by defeating _____ in St. Louis, Missouri. This year's squad is working to maintain this standard of excellence. They were ranked as the #1 club in the nation by US Lacrosse magazine in January, with the prediction that they would repeat the victory. So far the club has made great strides toward meeting this challenge and has received a bid to represent the Women's Lacrosse League.

With this great honor comes a financial commitment. The Women's Lacrosse Club at XYZ University does not have the funding of larger university sports programs and must find other sources to support the club's efforts. The club needs to raise approximately \$11,000 to cover airfare, hotels, car rentals, and entry fees for Nationals this year. On top of this we need to be raising money for next year's club.

We have asked each woman on our club for the information of people who might be willing to donate money to our program. We would be thankful for any help you could give. All donations are tax deductible. Our Club is largely self-supported and has exhibited dedication, clubwork, sportsmanship, and hard work to become the best in the nation. Please help us to continue our success.

Thank you for your support!

The Women's Lacrosse Club at XYZ University

-
- ✓ Please make checks payable to: "Name of Organization", Memo: "Women's Lacrosse"
 - ✓ Please mail donations to our club treasurer:

Jane Lacrosse
Women's Lacrosse
Department Name
University
City, State, Zip

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

LETTER DRIVE TO ALUMNI

FUNDRAISER INFORMATION

Approximate Time Required: 3 weeks or more	# of Club Members Needed: All club members
Suggested Value of Service/Product: Donation	Possible Profit: Approximately \$500-\$3000

Materials Required:

Addresses of all alumni, letterhead, envelopes, and typed address labels.

Procedure:

1. Create a professional, polite letter including the club's mission statement and what a donation can help the club achieve, remember this is a REQUEST *
2. Have the letter proofed and approved by appropriate personnel
3. Print the final copies on department letterhead, in the office
4. Obtain addresses of all alumni
5. Type addresses onto labels and affix to department envelopes
6. Put addressed letters into outgoing mailbag
7. Keep track of donations and send thank you letters

*Sample letter attached

Date

Dear _____ Rugby Alumni,

This year, the Rugby Club at XYZ University is on pace to have its most successful season in seven years. The club is currently seeded second in the _____ Rugby Football Union Division One, Collegiate Division, and has also beaten some other highly ranked clubs, such as _____ and _____. At this time, it appears highly likely that the club will be traveling to _____ University to compete in the Division One Sweet 16 tournament.

One of our traditions is to host an annual alumni weekend. This is a time for past players to come into town, see old friends, and meet the current players. The alumni weekend is the club's most important fundraiser of the year. One of the attractions for this event, after the old boys play the current club, is an auction. We are currently soliciting items for the auction.

The club also puts out a program for the event. We are asking fifty dollars from advertisers in return for a business card sized ad in the brochure. Most of the alumni will be in town with their families, and will be looking for places to shop and eat Friday morning to Sunday afternoon. We encourage all of the participants to support our advertisers and beneficiaries.

Our club is a non-profit organization, therefore donations are tax deductible.

All donations are graciously accepted.

Sincerely,

Joe Rugby
Rugby Football Club at XYZ University

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

LETTER DRIVE TO COMPANIES

FUNDRAISER INFORMATION

Approximate Time Required: 3 weeks or more	# of Club Members Needed: All club members
Suggested Value of Service/Product: Donation	Possible Profit: Approximately \$500

Materials Required:

Addresses of businesses, letterhead, envelopes, and typed address labels

Procedure:

1. Create a professional, polite letter including the club's mission statement and what a donation can help the club achieve. Remember this is a REQUEST *
2. Have the letter proofed and approved by appropriate personnel
3. Print the final copies on department letterhead, which can be found in the office
4. Obtain addresses of as many businesses as possible Have club members obtain addresses from their hometown and from local businesses
5. Type addresses onto labels and affix to Recreational Sports envelopes
6. Place addressed letters into outgoing mailbag
7. Keep track of donations and send thank you letters

*Sample letter attached

Date

Lacrosse, Inc.
17330 Condo Street
Austin, TX 02128
ATTN: John Sport

Dear Mr. Sport:

Thank you for your consideration of this sponsorship request. I firmly believe that the Men's Lacrosse Club at XYZ University embodies the best in collegiate sports today. They have learned to go above and beyond the requirements of normal athletes in order to become a top Division II club in the _____ Lacrosse League.

Since our inception in _____, the Men's Lacrosse Club at XYZ University has been competitive in Division II, and has finished in the top four, two out of the last three years in Division II. The club was recently featured on the Lacrosse America website, www.alllacrosseamerica.com, for its third place finish at the _____ Invitational Tournament in November. Based on our performances to date, we are expecting to obtain a bid to the national championships in St. Louis, MO.

We believe our club is one of the best men's clubs at the _____ university. The leadership must schedule their own games, develop practices alongside volunteer coaches, manage their budget, raise funds to support the club for the year, plan travel arrangements, and reserve/line fields before practices and games. They have held leadership roles and have been a major influence with the Sport Club Program at _____. A large number of the rookies who play have little or no experience with Lacrosse during pre-season. They practice on average 14 hours a week with matches and tournaments on the weekends. Men's Lacrosse is largely self-supported and has shown dedication, teamwork, sportsmanship, and hard work to become one of the best in our Division.

The Men's Lacrosse Club at XYZ University does not have the funding support of larger university sports programs and must find other sources to support club efforts. Approximately 15 percent of our budget is subsidized. The players themselves support the remainder of the budget through player dues, donations, sponsorships, and fundraising activities. They are required to provide their own transportation, travel funding, uniforms, warm-ups, travel bags, and equipment such as; sticks, helmets, practice and game balls, mouth guards, cleats, gloves, nets, and goalie wear. The majority of the subsidized funds are dedicated to the clubs dues, tournament entry fees, and official's costs.

There are two ways Lacrosse, Inc. can help Men's Lacrosse at XYZ University perform to its potential. First, we are requesting sponsorship to acquire essential equipment and funds to travel to more competitive tournaments. Second, we would appreciate any contributions you company can offer. All contributions are

tax deductible (Tax ID#). Once again, the Men's Lacrosse Club at XYZ University thanks you for your consideration of our request, and we look forward to discussing our options with you in the near future.

Sincerely,

_____, Head Coach,
Men's Lacrosse Club

Program Director, Assistant Director
Campus Recreation

Address
City, State, Zip
Phone
[E-mail](#)

_____ University
City, State, Zip
Phone
[E-mail](#)

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

T-SHIRT SPONSORSHIP

FUNDRAISER INFORMATION

Approximate Time Required: 2 weeks to collect sponsors	# of Club Members Needed: All club members
Suggested Value of Service/Product: \$100.00	Possible Profit: Funds exceeding the cost of the shirts

Materials Required:

1. A letter explaining what the sponsorship is supporting and how the company will benefit
 1. Sponsor receives two shirts
 2. \$80 of the donation is tax deductible (\$20 is subtracted due to the value of the t-shirts the sponsor receives)
 3. Sponsor receives advertisement throughout community (Via club programs and flyers)
 4. The IRS requires the department to deduct the value of the member benefits from the amount of the gift for tax purposes (ex The \$20 for the two t-shirts)

Procedure:

1. Each member of the club should collect a minimum of one sponsor who donates at least \$100
Acquire company's artwork when they sign up for the sponsorship
2. Design a high quality shirt with sponsors' artwork placed on the back
3. Remember program specifics such as logo placement
4. Take design to a local t-shirts printing company and have them make the desired number of shirts your club would like to print out
5. Deliver t-shirts and tax deduction forms to the sponsoring companies

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

RENT AN ATHLETE

FUNDRAISER INFORMATION

Approximate Time Required: 2-4 weeks	# of Club Members Needed: All club members
Suggested Value of Service/Product: \$40-\$50 for the day (5 hours)	Possible Profit: Min \$300

Materials Required:

A cash box, change, and athletes willing to volunteer

Procedure:

1. Create a letter explaining how this fundraiser runs, and why donations would be appreciated; explain what type of work club members are willing to do
2. Obtain approval from appropriate program staff for the letter
3. Distribute letters to faculty, staff and student clubs in mailboxes
4. Set a price per unit of work. Club members must work in groups of two or more for safety precautions
5. Choose a set of dates that your club would be available to work (preferably weekends)
6. Publicize this event early and often

Note: This type of fundraiser could also be done in the form of an auction.

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

SPONSOR A DINNER

FUNDRAISER INFORMATION

Approximate Time Required: 2 weeks	# of Club Members Needed: All club members
Suggested Value of Service/Product: \$5 - \$10 depending on dinner	Possible Profit: Depends on the amount of publicity and participation

Materials Required:

Items for the meal (food, cooking facility, cooking supplies)

Procedure:

1. Organize a committee to plan fundraiser
2. Set a date and time with a local restaurant to host this event
3. Publicize the event to as many people as possible
4. Talk to the proper authorities to make sure you are allowed to hold the fundraiser at the location you choose
5. Pre-sell tickets. Plan on selling a certain # of tickets at the door. Buy the amount of food to cover all tickets sold and a little extra for those who show up at the door
6. Set-up and start cooking early enough to have food ready for the first wave of people
7. Clearly communicate to every member of the club their role in the event – i.e. server, host, auctioneer

Tip: Include an auction along with the event.

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

CAR WASH (BOAT OR DOG WASH)

FUNDRAISER INFORMATION

Approximate Time Required: 1 day, 1 week to plan and publicize	# of Club Members Needed: 30
Suggested Value of Service/Product: Donation or \$5	Possible Profit: \$100+

Materials Required:

2-3 hoses, unlimited supply of towels for drying, at least 8 large sponges, large jug of car washing soap (environment friendly), 4 buckets for soapy water, cash box, change, hat, sunscreen

Procedure:

1. Choose date and time, weekends are best
2. Contact a facility to sponsor your event providing area and water (gas station or grocery store)
3. Organize enthusiastic volunteers in shifts to wash cars
4. Create flyers and advertise (Radio, newspaper, word of mouth, etc)
5. Create large posters to rally on sidewalk during the event
6. Work efficiently and be friendly
7. Be mindful of where soap flows/drains and conserve water
8. Show respect to the club and patrons

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

FINALS SURVIVAL KITS

FUNDRAISER INFORMATION

Approximate Time Required: 2 weeks	# of Club Members Needed: Varies, at least 5-10
Suggested Value of Service/Product: Varies, \$10	Possible Profit: \$200

Materials Required:

Cash box and change, booth to sell on campus, (all of the following can be altered or changed): i.e.; candy bars, scantrons, pencils, gum, popcorn, coffee mix, bag or box to put things in

Procedure:

1. Have club members pre-sell finals survival kits to friends (i.e. fraternities/sororities, classmates, other campus club members, or faculty/staff)
2. Create letters for parents offering to have a finals survival kit sent to their son or daughter
3. Specify in the letter what will be included in the kits. Send letters to parents
4. Develop a plan for distribution and organize club members in delivering the finals kit
5. The Friday before finals, deliver the kits

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

PUBLISH A CLUB COOKBOOK

FUNDRAISER INFORMATION

Approximate Time Required: 3 weeks or more	# of Club Members Needed: Varies, optional
Suggested Value of Service/Product: Varies	Possible Profit: \$500-\$5,000

Materials Required:

Anywhere from 50-500 recipes (enough to comprise a cookbook)

Procedure:

1. Start collecting recipes
2. Spend the time to design your personalized cookbook. Utilize a graphic designer to create a cover or to give ideas for a cover
3. Obtain quotes from a local company on the cost to print the club's cookbook. Give them an estimate on: dimensions of the books, quantity, binding, # of colors
4. Order desired amount of cookbooks
5. Set price
6. Market and sell books for profit

Tip: The best time to sell cookbooks is during the Holiday Season.

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

COW PLOP (COULD USE OTHER ANIMAL)

FUNDRAISER INFORMATION

Approximate Time Required: 3 weeks	# of Club Members Needed: 5+
Suggested Value of Service/Product: \$1.00 – 5.00 per square	Possible Profit: \$300

Materials Required:

A field, a cow, material to divide up the field into squares and a chart of the squares to be sold

Procedure:

1. Find a location and your specific animal to be used for the event
2. Create a diagram of the location with the number of squares you wish to sell
3. Sell squares of the diagram
4. On the day of the plop, line the field with the appropriate squares. Let the animal loose on the field
5. The first square the animal plops on is the winning square

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

BINGO NIGHT

FUNDRAISER INFORMATION

Approximate Time Required: 1-2 weeks	# of Club Members Needed: All club members
Suggested Value of Service/Product: \$1 - \$5 per game	Possible Profit: Varies

Materials Required:

The bingo game, plenty of bingo cards and publicity

Procedure:

1. Obtain a facility for the event (For Example: Local Vets Hall, campus dining facility, a park)
2. Publicize the event to the campus population and the community
3. Develop some sort of incentive for people to come (Cash Prizes, gift certificates from local businesses, a date with a member on the club)
4. Find a personable and enthusiastic caller
5. Play Bingo...

Note: Consider adding things to the event such as a BBQ, and/or softball game at the event to generate even more money

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

GARAGE SALE

FUNDRAISER INFORMATION

Approximate Time Required: 2 weeks	# of Club Members Needed: All club members
Suggested Value of Service/Product: Varies	Possible Profit: Varies

Materials Required:

An ad in the local paper, garage sale donations from club members and family, stickers for pricing, and a cash box

Procedure:

1. Determine a location, date, and time of the garage sale
2. Apply for permit (If applicable with city)
3. Place ad in the local newspaper
4. Have club members drop off their garage sale items the day before the event
5. Pre-tag all items
6. Set up signs around the neighborhood/campus advertising the garage sale
7. Set-up early for the garage sale and have club members work throughout the day

Note: This is also a good time to sell your clubs t-shirts and other paraphernalia

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

PROGRAMS

FUNDRAISER INFORMATION

Approximate Time required: 1 month	# of Club Members Needed: Varies
Suggested value of Service/Product: \$5-\$10	Possible Profit: \$5/program

Materials Required:

Information to be included in the program and graphic capability/quality printer.

Procedure:

1. Create and obtain information to be included in a team/game program
2. Choose a project manager
3. Include the club's schedule
4. Add rosters for home and/or away club, if feasible
5. Decide sales and distribution of the programs
6. Hire a graphic designer to design the program
7. Acquire quotes from at least three different companies to obtain the best price
8. Set price based on per unit cost plus profit
9. Print the programs accordingly to assist with cost

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

BEACH VOLLEYBALL TOURNAMENT

FUNDRAISER INFORMATION

Approximate Time required: 2-3 weeks	# of Club Members Needed: 15
Suggested value of Service/Product: \$25/ per club	Possible Profit: \$400-\$500

Materials Required:

Poles, Nets, Balls, Score Keepers, Tournament Board, Temporary Poles (if necessary), Officials (club members), Prizes for winners

Procedure:

1. Decide tournament format and structure
2. Determine where and when the event will be held, reserve venue for event
3. Establish tournament structure (single-elimination, double, round robin, etc)
4. Determine the registration process
5. Advertise the tournament rules and date(s)
6. Create a sign up sheet with general information (Name, contact # etc)
7. Work with Campus Recreation department to develop assumption of risk/ liability waivers
8. Organize the brackets and inform participants of the starting time

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

BIGGER AND BETTER

FUNDRAISER INFORMATION

Approximate Time required: 1 day or weekend	# of Club Members Needed: All Club Members
Suggested value of Service/Product: Varies	Possible Profit: \$500+

Materials Required:

Motivated club members, starting items

Procedure:

1. Divide club members into groups of 3 to 5 people
2. Determine location date and time of the auction and reserve venue
3. Section the community off into areas for each participating group in order to cover the entire area
4. Club members will start with a quarter or dollar.
5. Groups will ask community members to donate or exchange something “bigger and better “ than their current item
6. After all is collected auction everything off for the benefit of the program

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

BOWL-A-THON

FUNDRAISER INFORMATION

Approximate Time required: 1 month	# of Club Members Needed: All Club Members
Suggested value of Service/Product: Varies	Possible Profit: \$2000

Materials Required:

Bowling alley, information and donation packages

Procedure:

1. Determine date of the event, location, time, and reserve facilities
2. Create a sponsorship form
3. Decide the length of the event in order to obtain sponsorship
4. Before asking for sponsorship, decide how many games will be bowled and anticipate any other specific questions
5. Seek sponsorship from community through flat donation or by pin count
6. Bowl the pre-set number of games and print out scores. Collect donations from sponsors based on pin count or flat donation.

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

CALENDERS

FUNDRAISER INFORMATION

Approximate Time required: 1 month	# of Club Members Needed: 12 (at least)
Suggested value of Service/Product: \$12/Calender	Possible Profit: \$1000

Materials Required:

Photographer, club members, publishing company, graphic artist

Procedure:

1. Plan to have calendars done a minimum of 3 months prior to the new year
2. Decide the type of calendar that is to be produced (Club Photo, Individual shots, 12 month calendar, etc.)
3. Decide where, when, and to whom calendars will be sold
4. Hire photographer and check references for experience
5. Obtain at least 3 quotes from local printers to find the most economical
6. Select photos that will be displayed in the calendar and submit to the club sport program director for approval
7. Create the layout for the calendar
8. Submit to printing company
9. Sell calendars accordingly (Look for opportunities at your campus bookstore)

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

RECYCLING

FUNDRAISER INFORMATION

Approximate Time required: 1 month	# of Club Members Needed: All Club Members
Suggested value of Service/Product: Depending on Facility	Possible Profit: Varies

Materials Required:

Bags to collect cans and/or bottles

Procedure:

1. Decide the length of time the club will spend gathering recyclable material
2. Calculate the profit each item will bring in and estimate the amount of money the fundraiser will bring in.
3. Club members collect cans and/or bottles from the community
4. Establish a drop off location for donations of recyclables from the community
5. Turn in recyclable material to the nearest recycling facility

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

COIN DRIVE

FUNDRAISER INFORMATION

Approximate Time required: 1 month	# of Club Members Needed: Varies
Suggested value of Service/Product: Donations	Possible Profit: Everything collected

Materials Required:

Jars and advertising (if necessary)

Procedure:

1. Decide on secure locations for the collection cans
2. Determine how long the cans will be out and how often the money will be picked up
3. Publicize the event
4. Coordinate the collection of cans with the management of the facility

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

LOFT CONSTRUCTION IN RESIDENCE HALLS

FUNDRAISER INFORMATION

Approximate Time required: 3 months	# of Club Members Needed: All Club Members
Suggested value of Service/Product: \$150/ loft	Possible Profit: \$150

Materials Required:

Building materials appropriate for the job

Procedure:

1. Work with the Residential Life Office to gain permission to assist with move-in
2. Plan locations of club members on move-in day for the freshmen
3. Advertise work available for any residence hall projects
4. Find out specifics about the project and give the customer an estimate on cost, have the cost set before the project starts
5. Follow up on work orders, and complete the projects
6. Make sure building in the residence halls is permissible according to University regulations

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

DANCE-A-THON

FUNDRAISER INFORMATION

Approximate Time required: 3-4 weeks	# of Club Members Needed: Varies
Suggested value of Service/Product: Price per hour danced	Possible Profit: Varies

Materials Required:

Venue, DJ or bands, forms for sponsorship, participants

Procedure:

1. Set the date, time, and locate the venue
2. Reserve the venue a minimum of four weeks in advance
3. Contact DJ and/or bands and security personnel
4. Obtain quotes from all entertainment acts and compare prices
5. Create a sponsorship form that will assist in organizing the sponsorships
6. Ask for sponsorships by hour, or ask for a flat donation to the program (which can be collected at that time)
7. Dance-a-thon
8. Return to sponsors and collect the money if necessary

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

SILENT AUCTION

FUNDRAISER INFORMATION

Approximate Time required: 2 months	# of Club Members Needed: All club members
Suggested value of Service/Product: Varies depending on auction item	Possible Profit: Varies by items auctioned

Materials Required:

Professional letterhead, tables to display auction items, and a location for the auction.

Procedure:

1. Create a letter asking for donations
2. Send letters to as companies and have club members solicit donations from friends and family members
3. Follow up all donation requests with a phone call. (Be persistent yet polite until an answer is given)
4. Collect donations and follow up with a thank you letter
5. Create silent auction forms for each item
6. Set-up tables. Set specific opening and closing times for the tables
7. After tables are closed, collect auction forms. Items auctioned go to the highest bidder

Note: Include the auction with an alumni weekend, parents weekend, or sponsor dinner

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

DATE AUCTION

FUNDRAISER INFORMATION

Approximate Time required: 3 weeks	# of Club Members Needed: All (Men's and Women's club)
Suggested value of Service/Product: Varies	Possible Profit: \$500-\$600

Materials Required:

Venue to hold the auction, participants, materials to advertise, cash box, auction items

Procedure:

1. Plan the date, time and venue of the auction
2. Secure the venue and obtain commitments from both clubs
3. Plan out the rules of the auction prior to the event (double date, or with a chaperone, etc) for safety precautions
4. Be detailed in all aspects of planning. Leave nothing to the imagination once the auction has begun
5. Develop complete date packages which include the person being auctioned
6. Advertise and encourage people to attend

SECTION 2



Weekend Fundraisers

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

ALUMNI WEEKEND

FUNDRAISER INFORMATION

Approximate Time Required: 3 months	# of Club Members Needed: All club members
Suggested Value of Service/Product: \$50 - \$100 per Alumni	Possible Profit: <i>(depends on number of club alumni)</i> \$1700+

Materials Required:

Invitation materials, registration materials, materials for a competitive game, alumni incentives (i.e. T-shirts)

Procedure:

1. Determine date, time and location.
2. Reserve Facility
3. Gather all alumni addresses and mail out invitations and registration forms
4. Create t-shirts the alumni can use as their uniforms
5. Set up facilities as they would be for a regular game
6. Organize a meal: Potluck or BBQ for Saturday evening and/or a Sunday morning breakfast. Plan on a few extra meals for your club and for on-site workers.
7. Have the current club compete against the alumni club
8. Hold a post-game dinner or breakfast

Note: Many things can be added to the weekend to make it more inviting such as a golf tournament, silent auction, or pancake breakfast

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

PARENTS WEEKEND

FUNDRAISER INFORMATION

Approximate Time Required: 3 months	# of Club Members Needed: All club members
Suggested Value of Service/Product: \$20 per attendee	Possible Profit: \$1700

Materials Required:

Invitations, registration forms, and a weekend that the club has home games

Procedure:

1. Set date, time, and location
2. Plan and develop weekend events
3. Design invitations (Make sure parents know when and where the games will be held)
4. Gather each club member parent's addresses and mail out invitations and registration forms
5. Organize a dinner at a local restaurant or on campus
6. Recognize parents before, during, or after the game
7. This is a good time to sell clubs t-shirts and other paraphernalia. Also, a silent auction would be great during dinner and will generate more money for the club. Ask parents to bring items to be auctioned

Note: Many things can be added to the weekend to make it more inviting such as a Sunday golf tournament

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

HOST A TOURNAMENT

FUNDRAISER INFORMATION

Approximate Time Required: 6 months	# of Club Members Needed: All club members
Suggested Value of Service/Product: Varies	Possible Profit: Varies

Materials Required:

Promotional flyers, equipment for games, local sponsors, prizes or trophies, apparel to sell

Procedure:

1. Work with the campus recreation department to schedule a weekend in which staffing and facilities are available
2. Communicate with the program director to develop the details of who, what, when, where and how*
3. Invite clubs and include a breakdown of the tournament including entry fees
4. Contact local businesses for sponsorship or donation opportunities
5. Follow up with clubs interested in participating. This includes providing directions, hotel registration, and an itinerary of the weekend
6. Sell apparel and other paraphernalia
7. Conduct tournament

**Tournaments can be held for leagues, IFC, campus clubs, or informal recreation*

Note: This is a large project. A committee must be developed. The entire club must commit to assisting with this event

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

MARATHONS, BIATHLONS, TRIATHLONS, FUN RUNS

FUNDRAISER INFORMATION

Approximate Time Required: 6-8 weeks	# of Club Members Needed: 25 or more
Suggested Value of Service/Product: \$5-\$10 entry fee	Possible Profit: \$1000 or more

Materials Required:

Facility, t-shirts, cash box, change, CPR and first aid certified responders, game plan, chalk for a course, orange vests for course marshals, flyers, prizes, refreshments (water), waivers, race tags, race clock

Procedure:

1. Plan date, time, and location
2. Reserve facilities a minimum of six weeks prior to event
3. Create detailed game plan including a map of the race
4. Create promotional material (theme) at least three to four weeks prior to the event. Obtain approval from program director
5. Obtain course approval from: On campus police, local police, local city officials (if off campus)
6. Organize volunteers as course marshals, first-responders, set-up and clean-up crews
7. On the day of the event, ensure the course is clearly marked and hazards are identified
8. Purchase and order t-shirts. Order extras for on-site registration workers
9. Organize check-in to accept on site registration
10. Arrange for awards ceremony and the distribution of goodie bags

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

SKILLS CLINIC

FUNDRAISER INFORMATION

Approximate Time Required: 3 months	# of Club Members Needed: All club members
Suggested Value of Service/Product: Varies	Possible Profit: Varies

Materials Required:

Publicity, a facility, club members to help teach, equipment for clinic

Procedure:

1. Plan date, time, and location
2. Reserve facilities
3. Determine target market
4. Develop publicity materials
5. Generate database of clinic attendees
6. Provide lunch for a day long clinic
7. Develop a waiver in conjunction a program director
8. Develop an itinerary for the clinic
9. Use teammates as coaches

Note: Sell club t-shirts and other paraphernalia

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

24 HOUR RELAY

FUNDRAISER INFORMATION

Approximate Time required: 2 months	# of Club Members Needed: All + volunteers
Suggested value of Service/Product: \$225/club (15 people=\$15/person)	Possible Profit: 20 clubs=\$4,500

Materials Required:

Track and field that is enclosed, security, volunteers, food, water, bathrooms

Procedure:

1. Plan date, time, location, and length of race
2. Publicize the event
3. Establish procedures and rules of conduct
4. Sign up clubs through staff departments and local businesses
5. Review rules and code of conduct with clubs before the event begins
6. Assign each club a space at the venue to set up camp. Provide equipment such as volleyball nets for informal recreation
7. Inform clubs whether or not food is provided. Specifically address policies on alcohol and drugs
8. Run event and remove any non cooperating participants
9. Give gift bags or t-shirts to participants after event

SECTION 3



Candy Sales

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

CANDY BAR SALES

FUNDRAISER INFORMATION

Approximate Time Required: 1 month +	# of Club Members Needed: 30
Suggested Value of Service/Product: \$1.00 per candy bar	Possible Profit: Varies by quantity ordered

Materials Required:

Cases of Variety Pack Candy

Procedure:

1. Locate candy companies on the web
2. Decide the variety and quantity of candy the club will be selling
3. Order the amount of cases desired
4. Distribute candy to members of the club to sell. Have club members pre-pay for the candy they are selling
5. Sell lollipops at games, tournaments, club promotional booths, and in classes

Note: For this fundraiser to be possible, the club must have money to order the candy which will pay itself off as the candy is sold.

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

LOLLIPOPS

FUNDRAISER INFORMATION

Approximate Time Required: Throughout the season	# of Club Members Needed: 10+
Suggested Value of Service/Product: \$0.50	Possible Profit: Varies by quantity ordered

Materials Required:

Case of lollipops

Procedure:

1. Locate lollipop companies on the web
2. Order amount of cases desired
3. Distribute lollipops to club members. Have club members pre-pay for lollipops
4. Sell lollipops at games, tournaments, club promotional booths, and in classes

Note: For this fundraiser to be possible, the club must have money to order the candy which will pay itself off as the candy is sold.

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

CANDYGRAMS

FUNDRAISER INFORMATION

Approximate Time required: 3 weeks	# of Club Members Needed: 10
Suggested value of Service/Product: \$3.00/ gram	Possible Profit: \$2.50/gram

Materials Required:

Candy (appropriate for season/holiday) and note paper

Procedure:

1. Decide what type of candy gram to sell
2. Plan time, date, and location
3. Develop a delivery plan prior to selling grams
4. Create a candy gram request form
5. Set up booth and pre-sell candy grams. Reserve location with appropriate approvals
6. Customers pay for the gram to be delivered on a pre-set date
7. Once candy grams are all created deliver them to customers

SECTION 4



Food and Baked Goods

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

PIZZA WITH PIZZAZ

FUNDRAISER INFORMATION

Approximate Time Required: 1 month	# of Club Members Needed: 20
Suggested Value of Service/Product: \$8.50 - \$14.00	Possible Profit: Varies by quantity ordered

Materials Required:

Pizza, ordering materials

Procedure:

1. Contact food company to schedule the club fundraiser
2. Distribute brochures to club members (Pre-set a minimum number of items to sell)
3. Give club members 2 weeks before collecting their orders
4. Mail in orders and distribute when the order arrives

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

BREAKFAST & BRUNCH ITEMS

FUNDRAISER INFORMATION

Approximate Time Required: 1 month	# of Club Members Needed: 20
Suggested Value of Service/Product: \$10.00 - \$11.00	Possible Profit: Varies by quantity ordered

Materials Required:

Ordering materials

Procedure:

1. Contact food company to schedule the club fundraiser
2. Distribute brochures to club members (Pre-set a minimum number of items to sell)
3. Give club members 2 weeks before collecting their orders
4. Mail in orders and distribute when the order arrives

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

GOURMET COFFEE

FUNDRAISER INFORMATION

Approximate Time Required: 2 months	# of Club Members Needed: 15
Suggested Value of Service/Product: \$5 - \$6 (you name the price)	Possible Profit: Varies by quantity ordered

Materials Required:

Order Form (provided by the company)

Procedure:

1. Contact coffee company for order forms
2. Give club members 2 weeks before collecting their orders
3. Order the coffee
4. Distribute orders as soon as shipment arrives

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

FROZEN GOURMET COOKIE DOUGH

FUNDRAISER INFORMATION

Approximate Time Required: 2 months	# of Club Members Needed: 30+
Suggested value of Service/Product: \$10.00	Possible Profit: Varies by quantity ordered

Materials Required:

Order forms from food company

Procedure:

1. Contact food company to order free selling kits and receive consultation
2. Meet with club members to set sale starting and completion dates, ordering date, and delivery date
3. Take orders and collect money (This must be done within the set start and completion date)
4. Tally orders and contact the cookie dough company (The order will be shipped and delivered frozen within 3 to 4 weeks The company will respond with a firm delivery date)
5. Work with on-campus dining services or grocery store to accept cookie dough for storage
6. Distribute frozen cookie dough as soon as possible

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

KRISPY KREME DOUGHNUTS

FUNDRAISER INFORMATION

Approximate Time required: 3 weeks	# of Club Members Needed: All
Suggested value of Service/Product: \$8.00/dozen	Possible Profit: \$3.50/\$4.00dozen

Materials Required:

Fundraising application, Federal ID Tax number, and club members

Procedure:

1. Obtain federal tax exempt ID number and apply for authorization to Krispy Kreme
2. Decide if the club will buy a set number of donuts and then sell, or get the information packet from Krispy Kreme and pre-sell the donuts
3. Set a time limit in which pre-sale orders are accepted
4. Develop a logistics plan- Who, when, where, how, the cost.
5. Krispy Kreme will deliver donuts free of charge if the club sells over 1000 dozen

SECTION 5



Club Apparel

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

T-SHIRT & APPAREL WITH CLUB LOGO SALES

(GRAPHIC DESIGN AND SCREENPRINTING)

FUNDRAISER INFORMATION

Approximate Time Required: 3 weeks	# of Club Members Needed: Varies
Suggested Value of Service/Product: \$12 short sleeve, \$18 long sleeve	Possible Profit: \$5-\$10 per shirt

Materials Required:

Printer and designer for: t-shirts, sweaters, hats, polos, jackets, totes, banners, decals, stickers, plaques, awards, etc.

Procedure:

1. Create the design for your apparel. Work with program director for approval
2. Call screen printing companies and obtain quotes. Use best price
3. Place the order
4. Sell merchandise at games, tournaments, Open House, in bookstore, and to friends and family

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

SELLING OF COMPANY APPAREL

FUNDRAISER INFORMATION

Approximate Time Required: During Games and Tournaments	# of Club Members Needed: 1 to contact company, and follow up
Suggested Value of Service/Product: Retail prices for hats, shirts, sweatshirts and stickers	Possible Profit: Percentage of sales is negotiable

Materials Required:

Most companies are self sufficient, space for a booth

Procedure:

EXAMPLE: Water Polo Clubs

1. Obtain approval from program director for companies to sell at events
2. Contact XYZ Water Polo Co Apparel and Accessories
3. Notify them of the time, place and clubs attending the tournament, or Water Polo related event
4. Negotiate terms
5. Provide a space for them to set up there booth
6. Follow up afterwards to receive percentage of the profit

Note: Every sport has some sort of vendor that could profit from a club team's game or tournament. It is up to the club to find the appropriate vendors.

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

TRASH BAGS WITH COLORS AND LOGOS

FUNDRAISER INFORMATION

Approximate Time required: 3 weeks	# of Club Members Needed: All
Suggested value of Service/Product: About \$5/packet	Possible Profit: About \$2.50/packet

Materials Required:

Packets for sale and company information

Procedure:

1. Decide where, when, and how long the fundraiser will go
2. Determine a goal for selling the trash bags
3. Bags are available in all colors and also with a logo of your choice, pre-determine what colors will be sold as well as if logos will be included, there is a small extra fee for the logo
4. Contact company and receive information and selling packets
5. Pre-sell the bags, send orders and money to company
6. Receive money back along with the bags and deliver to the customers

SECTION 6



Restaurant, Community and Corporate

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

RESTAURANT SPONSORSHIP

FUNDRAISER INFORMATION

Approximate Time Required: 4 weeks	# of Club Members Needed: All club members
Suggested Value of Service/Product: \$8.00 - \$10.00 (price of meal)	Possible Profit: Percentage of each participants bill

Materials Required:

Fundraiser kit, promotional material

Procedure:

1. Contact the restaurant to set up a meeting time with the manager
2. At the meeting set a date that is available. Discuss issues regarding money and number of participants required. The manager will give the club direction at this point
3. Pick up fliers and distribute to as many people as possible. Consider making additional copies of the flier. E-mail it to friends and other students. Pass fliers out to as many students as possible. Post them in classrooms and let other club sports know of the fundraiser
4. Meet with the restaurant managers to collect money and offer any assistance needed

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

RESTAURANT DISCOUNT CARDS

FUNDRAISER INFORMATION

Approximate Time required: 2 months	# of Club Members Needed: All club members
Suggested value of Service/Product: \$20	Possible Profit: \$5 for each card

Materials Required:

Discount card from restaurant

Procedure:

1. Meet with restaurant representative
2. Arrange to purchase discount cards for discounted prices
3. Distribute to club members to sell cards for elevated price (each card is worth much more than the sale price)

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

CLUB TUESDAYS (OR OTHER DAYS)

FUNDRAISER INFORMATION

Approximate Time Required: 1 hour	# of Club Members Needed: All club members
Suggested Value of Service/Product: \$8.00 - \$10.00 (price of meal)	Possible Profit: 10% of each participants bill

Materials Required:

Flyers, Promotional material

Procedure:

1. Contact area restaurants to set-up club fundraisers
2. Plan dates and times for a monthly club Tuesday fundraiser
3. Develop fliers and distribute
4. Show up on designated night between 3 pm and 8 pm and bring friends!
5. Earn a percentage of each participant's bill

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

WAITRESS/WAITER NIGHTS

FUNDRAISER INFORMATION

Approximate Time required: 1 month	# of Club Members Needed: All club members
Suggested value of Service/Product: 20% of all profit	Possible Profit: \$500

Materials Required:

Location for the event, waitress/waiter uniform

Procedure:

1. Contact a local restaurant and propose this type of event
2. Set a date
3. Publicize event around campus and to friends and family
4. Prior to shift, conduct a "how to" waitress lesson with employees of the restaurant
5. Work designated shift and collect all receipts to add up at the end of the night

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

SECURITY FOR SPECIAL EVENTS

FUNDRAISER INFORMATION

Approximate Time Required: 6 hours	# of Club Members Needed: All club members
Suggested Value of Service/Product: \$7.50/hr	Possible Profit: <i>(See Procedure for profit breakdown)</i> \$450-900

Materials Required:

Staff Shirt of location for all employees

Procedure:

1. Contact special event companies, sporting venues, event venues
2. Find out how many employees are needed, lengths of the shifts, any special instructions or requirements for volunteers
3. Develop payment procedure with company
4. Establish a list of volunteers
5. Confirm time and date with company two days prior to event
6. Arrive at venue one hour prior (or time requested by company)
7. Document numbers of volunteers, number of hours worked
8. 10 People working 6 hours @ 7.50/hr = \$450

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

SUPERMARKET SWEEP

FUNDRAISER INFORMATION

Approximate Time required: 3 weeks	# of Club Members Needed: 15
Suggested value of Service/Product: \$2-5/ ticket	Possible Profit: Varies by number of tickets sold

Materials Required:

Raffle tickets for donations

Procedure:

1. Find stores willing to hold the event
2. Arrange date, time, rules, and procedures
3. It is important to set specific rules for the event with the store and participants, no meat section or no items in a certain aisle etc.
4. Publicize event and sell raffle tickets to community. Encourage donations
5. Select a random winner
6. Call local TV station for publicity at the event
7. Call winner and hold Supermarket Sweep for 3 minutes
8. Write a thank you letter to the store

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

CELL PHONE TURN-IN

FUNDRAISER INFORMATION

Approximate Time required: 3 weeks	# of Club Members Needed: All
Suggested value of Service/Product: \$7.00/ phone	Possible Profit: \$7.00/ phone

Materials Required:

Information packet from company

Procedure:

1. Acquire information from company
2. Decide where and for how long phones will be collected. Obtain approval for drop off location
3. Develop a pick up schedule
4. Seek out used cell phones in the community
5. Turn in to company

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

EVENT STAFF (CLUB OFFICIALS)

FUNDRAISER INFORMATION

Approximate Time required: 2 weeks	# of Club Members Needed: All
Suggested value of Service/Product: \$15/ game or hourly	Possible Profit: Varies

Materials Required:

Officiating equipment and tournament or other games

Procedure:

1. Contact local officiating association, event host, sporting arena and find out if officials or temporary workers are needed
2. Contact association running the event (Intramurals, Youth Sports or professional sporting arena)
3. Determine payment
4. Make sure everyone involved has all the right equipment if necessary.
5. Conduct brief training with the organization prior to officiating or working the event
6. Work event/ Officiate games

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

SPORT CAMP

FUNDRAISER INFORMATION

Approximate Time required: 3 weeks	# of Club Members Needed: 15
Suggested value of Service/Product: \$40/participant	Possible Profit: Varies on number of participants

Materials Required:

Equipment, facility, waivers, publicity

Procedure:

1. Plan date, time and length of the camp
2. Find a reserve facility and develop the camp activities
3. Work with program director to design a waiver. All participants under 18 require parental consent
4. Publicize event
5. Designate a camp coordinator and counselors from club members. As a club, develop drills and games to encourage fun and skill development
6. Decide upon proper camp rules and conduct
7. Run camp

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

VENDING MACHINES

FUNDRAISER INFORMATION

Approximate Time required: Varies	# of Club Members Needed: 5
Suggested value of Service/Product: 25 cents	Possible Profit: Varies by amount and items sold

Materials Required:

Vending machine and products to go in them

Procedure:

1. Obtain on-campus approval for use of vending machines (if on campus)
2. Determine what kind of machine you are going to use
3. Decide where, when, and how long the fundraiser will last
4. Work with vending machine companies to see what options are available
5. Decide how often machines will be restocked and money will be collected
6. Fill machines and place them in areas with high public use
7. Collect money and stock machines

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

CARNIVAL NIGHT

FUNDRAISER INFORMATION

Approximate Time required: 1 month	# of Club Members Needed: All
Suggested value of Service/Product: \$8/ ticket	Possible Profit: \$300

Materials Required:

Tickets, Astro Jump, bowling alley, video arcade, laser tag, miniature golf

Procedure:

1. Contact facility manager to ensure activity is permissible
2. Plan date, time, and activities
3. Estimate how much it will cost to rent all the activities versus the estimated income on the night or nights
4. Reserve the venues preferred
5. Publicize event on campus and in the community
6. Run event with club staffing
7. To calculate profits, subtract facility use from ticket sales

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

CRAFT FAIR

FUNDRAISER INFORMATION

Approximate Time required: 1 month	# of Club Members Needed: All
Suggested value of Service/Product: \$35	Possible Profit: \$400

Materials Required:

Open parking lot or gym, tables, chair

Procedure:

1. Reserve venue, plan dates, time and location
2. Plan vendor spaces based on size. Determine cost of each space
3. Recruit vendors to participate in the fair
4. Advertise spaces available to vendors
5. Collect booth fees prior to the date
6. Prepare the facility and set up a vendor liaison program (if they need to get something to eat or go to the bathroom club members can watch their booths)
7. Advertise to the community
8. Hold event

Note: Set up a food booth ran by club members for additional revenue

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

FLOWER BULBS

FUNDRAISER INFORMATION

Approximate Time required: 3 weeks	# of Club Members Needed: All
Suggested value of Service/Product: Varies	Possible Profit: Varies

Materials Required:

Information Packet from flower company

Procedure:

1. Decide what time of year bulbs will be sold and take into consideration there are spring and fall flower choices.
2. Develop a timeline of the selling period to the campus and community
3. Determine location of flower bulbs booth
4. If the company does not provide a spreadsheet to keep track of sales, create one
5. Set a goal for each club member to sell
6. Publicize event
7. Send orders and money to flower company
8. Set a pre-determined date that the club will be delivering the flower bulbs

SECTION 7



**Catalogues
and
Everyday Items**

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

CATALOG ORDERS

FUNDRAISER INFORMATION

Approximate Time Required: 3 weeks	# of Club Members Needed: Varies
Suggested Value of Service/Product: Varies, hand crafted gifts from around the world	Possible Profit: 35%

Materials Required:

Catalog and order sheets

Procedure:

1. Determine type of catalog sales to enter into
2. Order catalog and order forms
3. Determine profits and payment with the company
4. Club members will get orders from people they know or in the community
5. Take orders and payments
6. Deliver products
7. Members distribute the products to their customers

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

AUTO VISOR CLIPS

FUNDRAISER INFORMATION

Approximate Time Required: 2 weeks	# of Club Members Needed: 10 or more
Suggested Value of Service/Product: \$3.00 per clip	Possible Profit: Approximately \$486

Materials Required:

Cases of Auto Clips

Procedure:

1. Decide quantity of auto clips the the club will be selling. (Cost and profit noted above is based on a 25 case order.)
2. Order the amount of cases desired.
3. Have team members pre-pay before selling visor clips.
4. Distribute carriers to members of the club to sell.

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

CANDLE SALES

FUNDRAISER INFORMATION

Approximate Time Required: 2 weeks	# of Club Members Needed: Varies
Suggested Value of Service/Product: \$8.00-\$26.00	Possible Profit: 50% \$5,000.00 (\$6.50-\$13.00 per candle)

Materials Required:

Change, candle brochure and order forms

Procedure:

1. Determine company for candle sales
2. Order candle brochures and forms
3. Have members pre-sell candles and collect money for the orders sold.
4. Place a time limit on orders and ensure customers of arrival date for the candles, 2-3 weeks
5. Determine profits and send payment to the company
6. Receive ordered candles and distribute

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

PUBLISH YOUR OWN COOKBOOK

FUNDRAISER INFORMATION

Approximate Time Required: 3 weeks or more	# of Club Members Needed: Varies, optional
Suggested Value of Service/Product: Varies	Possible Profit: \$1260.00

Materials Required:

Enough recipes to comprise a cookbook. (Usually between 50 and 300)

Procedure:

1. Determine company to publish cookbook
2. Call and order a starter kit
3. Collect recipes from club members, parents, and friends of the club
4. Design cook book
5. Order desired amount of cook books
6. Market and sell your books (Tip: contact school bookstore)
7. Pre-sell cookbooks and collect money
8. Determine method of distribution

SECTION 8



Donation Cards

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

DONATION TREE

FUNDRAISER INFORMATION

Approximate Time required: 1 to 3 weeks	# of Club Members Needed: Varies, 10-30
Suggested value of Service/Product: \$0.10-\$2.50	Possible Profit: \$55 per Donation Tree

Materials Required:

One Fundraising Tree Card per participating member

Procedure:

1. Determine company
2. Call and order Donation Tree Cards
3. Ask friends and neighbors to scratch off a card and donate that amount
4. Give club members a time limit
5. Determine profits and payment to company

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

SCRATCH CARDS

FUNDRAISER INFORMATION

Approximate Time required: 1 to 3 weeks	# Of Club Members Needed: Varies, 10-30
Suggested value of Service/Product: \$1-\$6 for coupons	Possible Profit: (See <i>Procedure</i> for profit breakdown.) 90%, \$80 each booklet, 1 per member

Materials Required:

Personalized scratch and help cards, one per club member, with 30 coupon pages inside

Procedure:

1. Order scratch and help cards, one per participating club member, cost is \$20 per card, when finished each card is worth \$100 = \$80 of profit
2. Each club member will take their cards to people, ask them to scratch off two or more boxes and donate that amount, which ranges from .50 to \$3.00
3. Participants may also receive valuable coupons from sponsoring companies such as: Subway, Fantastic Sam's, Mrs. Fields, Pizza Hut, GNC and more
4. When Finished each booklet will profit in \$80, this means the total profit will be \$80 multiplied by the number of club members participating

SECTION 9



Holiday

SPORT PROGRAM FUNDRAISERS

TYPE OF FUNDRAISER

“SPECIAL DAY” ROSES

FUNDRAISER INFORMATION

Approximate Time required: 4 weeks	# of Club Members Needed: 10 - 20
Suggested Value of Service/Product: \$2.00 per flower	Possible Profit: \$100 - \$200

Procedure:

1. Contact a local florist to buy the flowers at a discounted price
2. Obtain permission from campus facilities to set up a booth for sales
3. Arrange for club members to staff the club booth throughout the day to pre-sell the flowers
4. Pick up the flowers the evening prior to the morning the club begins to sell. Talk to the florist as to the best way to store the flowers prior to selling them
5. At the booth have tags tied to each flower for the customer to write a quick note to his/her special person before giving them the flower

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

JINGLE BELL SHOP / CRAFT SHOP

FUNDRAISER INFORMATION

Approximate Time required: 3 weeks	# of Club Members Needed: All
Suggested value of Service/Product: Varies	Possible Profit: \$400

Materials Required:

Information from Ez-fund and club members

Procedure:

1. Determine a company to supply items for the shop or coordinate a craft show supplied by local artists
2. Plan the event date, time and location. Tip: Tuesday through Friday
3. Determine operation hours for each day of the event
4. Reserve appropriate facility space
5. Develop advertisements and promote the event to students, faculty, staff, and community members
6. Send home information flyers for the parents as part of your advertising
7. The Jingle Bell shop should be planned appropriately before Christmas so the items will sell at peak season
8. The club will make a percentage made off of all the Christmas merchandise

SPORT CLUB FUNDRAISERS

TYPE OF FUNDRAISER

HOLIDAY WREATH SALE

FUNDRAISER INFORMATION

Approximate Time required: 1 month	# Of Club Members Needed: All
Suggested value of Service/Product: \$10-\$15	Possible Profit: About \$5-\$10/wreath

Materials Required:

Information and order forms

Procedure:

1. Determine company and request an information packet regarding details of the fundraiser
2. Plan the time, date, and location
3. Determine operation hours for each day of the event
4. Reserve appropriate facility space
5. Arrange for club members to staff the club booth throughout the day to pre-sell the wreaths
6. Collect orders and send in to company
7. When orders are received deliver to customers

SECTION 10



Appendix

APPENDIX A

Additional Fundraising
Companies on the Internet

Fundraising Directory

All Inclusive

Company: **Brenton Custom Manufacturing**

Website: <http://www.brentoncustom.com/fundraising-awareness-bracelets.htm?source=frdirectory>

Products: custom "livestrong" bracelets and other customized products

Company: **CampusFundraisers**

Website: www.campusfundraising.com

Products: Various fundraising programs

Company: **Cherrydale Farms**

Website: http://www.cherrydale.com/fundraising_products.htm

Products: Gift wrap, collectable/gift items, gourmet foods, premium chocolates, tins.

Company: **C-REP Fundraising**

Website: www.c-rep.net

Products: collecting and recycling used printer ink cartridges and cell phones

Company: **Entertainment Fundraising**

Website: www.entertainment.com

Products: Entertainment Book with coupons for hundreds of businesses

Company: **FastTrack Fundraising**

Website: http://www.fasttrackfundraising.com/discount_card_fundraiser.php

Products: discount cards for local businesses

Company: **BigFundraiser.com**

Website: www.bigfundraiser.com

Products: Earn commission from up to 25 million products at

Company: **Thomas Fundraising**

Website: www.thomasfundraising.com

Products: candy bars, cookie dough, custom mugs, gift wrap, steaks, fudge, lollipops, pizza, scratch cards, etc.

Company: **Boston's Best Fundraising**

Website: <http://www.coffeeandmorefundraising.com>

Products: gourmet coffee, spring candles, gourmet beverages, wrapping paper, boxed chocolates, magazines, and sports hats.

Company: **All Star 1 Fundraising**

Website: www.allstar1.com

Products: Soft pretzels, candy, pralines, caramels, candles, pizza, cookie dough, and caramel popcorn.

Company: **Bakery Express Fundraising-**

Website: <http://www.bakeryexpressfundraising.com>

Products: Desserts consisting of cookie dough, pretzel dough, cheesecake, gourmet coffee, and pies.

Cookbooks

Company: **Cookbook Publishers**

Website: www.cookbookpublishers.com

Products: Publisher of community fundraising cookbooks.

Company: **Cookbooks by Morris Press**

Website: www.morriscookbooks.com

Products: Personalized fundraising cookbooks.

Company: **Fundcraft Personalized Cookbooks**

Website: www.fundcraft.com

Products: Custom cookbooks.

Candy

Company: **“3-J” Fundraising**

Website: www.safefundraising.com

Products: \$2 candy assortments, \$1 candy assortments \$0.50 candy assortments, \$0.50 gourmet lollipops

Company: **CHEF CO’S Gourmet Fundraisers**

Website: www.chef-co.com

Products: lollipops

Company: **Darnall’s Fundraising**

Website: www.darnallfundraising.com

Products: \$1 candy, \$0.50 lollipops, \$12 cookie dough, \$1 beef jerky, \$10 magazines

Company: **EZ Fund.com**

Website: www.ezfund.com

Products: lollipops

Company: **Hershey’s**

Website: <http://www.hersheys.com/fundraising/info/>

Products: All varieties of Hershey’s candy

Company: **Jackson Candy Fundraising**

Website: www.candyfundraising.com

Products: variety packs of many brands of candy

Company: **Just Fundraising**

Website: www.justfundraising.com

Products: variety \$1 packs, straight \$1 packs (Hershey’s and M&Ms), lollipops

Company: **Mars**

Website: <http://www.mmmarsfundraising.com/>

Products: \$ 1 variety or straight packs of Mars candy

Company: **Rocky Mountain Chocolate Factory**

Website: http://rmcf3.com/corp/fundraising/fund_raising.lasso?

Products: Gourmet chocolate bars

Company: **See's Candy**

Website: www.sees.com

Products: Chocolate and assorted candies

Discount Cards

Company: **Calloway Fundraising**

Website: www.thevaluecard.com

Products: Local discount cards, which are simple and profitable.

Company: **America's Fundraising Network**

Website: www.americasfundraising.com

Products: Discount cards, pizza cards and discount key chains.

Company: **Varsity Gold**

Website: www.varsitygold.com

Products: Discount cards for schools, clubs, and other organizations

Company: **The Diamond Card**

Website: www.thediamondcard.com

Products: Discount cards that are good for an entire year.

Company: **Win Win Discount Cards**

Website: www.winwincards.com

Products: A selection of discounts on local businesses.

Company: **Blue Heron Enterprises**

Website: www.fund-raising.com/blueheron

Products: Community discount cards with a 50 – 75% potential profit.

Company: **Pizza Cards Plus**

Website: www.pizzacards.com

Products: Pizza cards that offer the buy one get one free deal.

Gourmet Foods

Company: **Aspen Hills, Inc.**

Website: <http://www.cookie dough.com/>

Products: gourmet cookie dough

Company: **Auntie Anne's Pretzels**

Website: <http://www.auntieannes.com/fundraising.aspx>

Products: Pretzels.

Company: **Baker's Trading Inc.**

Website: <http://www.makingdough.com/>

Products: English Bay gourmet cookie dough.

Company: **Boston's Best Coffee Roasters**

Website: www.coffeeandmorefundraising.com

Products: gourmet coffee, smoothie mixes, hot chocolate, flavored cappuccino, iced tea, chai tea.

Company: **CHEF CO'S Gourmet Fundraisers**

Website: www.chef-co.com

Products: Pizza with Pizzazz, giant pan cookies, breakfast and brunch items, spoon and bake cookie dough.

Company: **Colavita**

Website: www.colavita.com/fundraising.htm

Products: "Staple Food" baskets containing extra virgin olive oil, balsamic vinegar, pasta, pasta sauce, etc.

Company: **eFundraising**

Website:

<http://www.efundraising.com/PizzaFundraiser.aspx?tc=lnkLeftPizza&partner=fundraisingknowhow>

Products: Pizza Fundraiser selling a wide variety of frozen pizzas and desserts.

Company: **EZ Fund.com**

Website: www.ezfund.com

Products: Frozen gourmet cookie dough.

Company: **Florida Fruit Association**

Website: <http://www.fundraisingfruit.com/>

Products: Navel oranges, juice oranges, tangerines, grapefruit, apples, tangelos, strawberries, pears.

Company: **Gold Rush Fundraising**

Website: www.goldrushfundraising.com

Products: Cheese, sausage, candy, cookie dough, pretzels, cheesecake, nuts, pizza, pies.

Company: **Golden Harvest Fruit Sales Inc.**

Website: <http://www.goldenharvestsales.com/>

Products: Grapefruit, oranges, tangelos, tangerines, variety packs.

Company: **Gourmet Fundraising**

Website: www.gourmetfundraising.com

Products: Soup and pasta mixes, peanuts, sauces, coffee, cookie dough, popcorn, caramel apples.

Company: **Great American Fundraising**

Website: www.greatamericanfundraising.com

Products: Variety candy packs, cookie dough, cheesecake, beef jerky, assorted gift items.

Products: **Hevla Coffee Company**

Website: www.hevlacoffeeco.com

Products: All-natural, low acid coffee (pre-sale fundraiser).

Company: **Jamba Juice**

Website: <http://www.jambajuice.com/community/donations.html>

Products: Fruit smoothies.

Company: **Krispy Kreme**

Website: <http://www.krispykreme.com/fund.html>

Products: Doughnuts and coffee.

Company: **Popcorn Palace**

Website: <http://www.popcornpalace.com/>

Products: Specialty popcorn.

Company: **Resource Solutions**

Website: http://www.resourcefundraising.com/fundraiser_foods.shtml

Products: Cookie dough, cheesecakes, fruit crisps, pies, cinnamon rolls, pizza, coffee.

Company: **Southern Fundraising**

Website: www.southernfundraising.com

Products: Cheesecake, cookie dough, pizza kits, cinnamon rolls.

Company: **The Pasta Shoppe**

Website: www.funpastafundraising.com

Products: Fun shape pasta

Company: **Uncle Jer's Cookies**

Website: <http://www.unclejerscookies.com/fundraising.asp>

Products: Giant gourmet cookies.

Holiday

Jumbo Fundraising

Website: <http://www.jumbofund.com/>

Products: Cookie dough, candy, and gingerbread shop sales. There are also incentives for big sellers.

Company: **The Pastas Shoppe**

Website: <http://www.pastashoppe.com/>

Products: An assortment of pastas ready in 15 minutes or less. Pasta comes in many designs.

Company: **Mickman Brothers**

Website: <http://www.mickman.com/fundraising>

Products: Holiday wreaths

Lollipops

Company: **The Lollipop Company**

Website: www.fundraising.com

Products: Gourmet lollipops, chocolate lollipops, and other food products.

Company: **EZ Fundraising**

Website: www.ezfund.com

Products: Gourmet lollipops

Company: **Ozark Delight Candy Company**

Website: www.ozarkdelight.com

Products: Gourmet lollipops

Miscellaneous

Company: **New Day Gourmet Coffee**

Website: <http://www.coffeefundraiser.com/>

Products: Large array of gourmet coffee.

Company: **Music Rewards Fundraising**

Website: <http://www.raisemoremoney.com/>

Products: Discount CD's and cassette tapes.

Company: **Dog Tag Creations**

Website: <http://www.dogtagcreations.com/>

Products: People and Pet products.

Company: **Touch of Nature, Inc.**

Website: <http://www.touchofnature.com/fundraising.htm>

Products: Flower bulbs for sale for anytime of year including the fall, spring, and holiday flowers.

Company: **Ink Jet Recyclers-**

Website: <http://www.inkjetrecyclers.com/>

Products: This organization pays for empty ink jet and laser cartridges.

Company: **MagRaise**

Website: <http://www.magraise.com/>

Products: Hundreds of magazine titles.

Company: **LogoSportswear.com**

Website: <http://www.logosportswear.com/customtshirts.php>

Products: Customized t-shirts for sports teams, etc.

Pizza Fundraisers

Company: **Gianni's Gourmet Pizza Kits**

Website: www.simply-funds.com

Products: Do-it-yourself pizza selling kits.

Company: **Joe Corbi's**

Website: www.joecorbi.com

Products: Do-it-yourself pizza selling kits

Scratch Cards

1. Pennies to Dollars www.penniestodollars.com
2. First Way Fundraising Group www.scratchandhelp.com
3. Scratchcard.com www.scratch-card.com
4. Skratchers www.skratchers.com
5. Youth Quest Fund Raising www.youthquest.com
6. Top Profits www.total.net/~profits
7. Fundraising Products www.fundraisingproducts.com
8. ProFund Services www.profundservices.com
9. ABCFundraising.com www.abcfundraising.com

Tailgate Party Supply

1. Tailgate Supplies <http://entertaining.about.com/cs/tailgateparties/>

Gift Wrapping

1. Gift Wrapping During the Holidays NewRiverValleyMarketingDir@CrownAmerica.com
Contact: Casandra Dove

FOR MORE INFORMATION ON THESE ADDITIONAL FUNDRAISING IDEAS, VISIT:
WWW.FUNDRAISING-IDEAS.COM/FUNDRAISERS/INDEX.HTML

APPENDIX B

Miscellaneous Forms

FUNDRAISING PROPOSAL

Club: _____
Officer Name: _____ Phone #: _____
Date Submitted: _____ Email: _____
Proposed Name of Event: _____
Location of Event: _____
Date & Time of Event: _____
Publicity Notified: Yes _____ No _____

General Description of the Proposed Project: _____

Estimated Time Involved With Planning: _____

Estimated Time Involved With Conducting: _____

Anticipated Income:

Anticipated Expenses:

Total Estimated Profits: _____

Please attach any supplementary forms (i.e. promotional material).

Approval: Supervisor, Fundraising _____ Supervisor, Fundraising: _____

Actual Profits: _____

What went well?

What could be improved?

GIFT IN KIND / CASH AND CASH SECURITIES

Gifts of cash, securities or tangible property to a club sport must be reported immediately. The reasoning behind this reporting of gifts and donations is that the donor can be recognized by the club, campus recreation department, and the university. By recognizing these donors, the club promotes and maintains good will and excellent rapport within the campus and local community.

Gifts of cash or securities must be reported using the university's required Cash/Securities Gift Information Form, which can be obtained from your fulltime staff member. Transmittal letters, Matching Gift forms and other supporting documentation (if applicable) should be attached to these documents.

Gifts of tangible property must be reported using the university's required Gift-In-Kind Acceptance Form as soon as the gift is turned in to the fulltime staff member. In-Kind gifts are livestock, equipment, apparel and other tangible personal property. A transmittal letter, documentation of value, or other correspondence should be attached in order for the gift to be accepted.

FACILITY SET-UP & CLEAN-UP REQUIREMENTS

For field sports: Who will paint the field and when? _____
What needs to be set-up? By whom? When? _____

Who will clean up? _____

Facility reserved? Yes No

EQUIPMENT

What equipment will your club provide and what are you requesting from Recreational Sports? _____

How will the equipment get to/from the facility? _____

Draw a map/layout of the event and where all equipment will be placed and where spectators will be located (attach separately)

Is the equipment reserved with Recreational Sports? Yes No

COMMUNICATION

Contact visiting clubs by phone, e-mail or fax and let them know:

- Directions and Maps
- Facility policies and procedures
- Parking information

SAFETY & RISK MANAGEMENT PLAN

A safety and Risk Management Plan must be submitted to the Collegiate Sport Program for all competitions, tournaments, and special events at least four weeks prior to the Form 81 event. If any assistance is required to complete your Safety and Risk Management Plan, please contact your Risk Management Club Supervisor.

LOCATION

Where will the event be located? _____

Please attach map of the event to this form.

PERSONNEL

1. Club's CPR/First Aid certified representatives:

a) _____ phone number _____ email _____
b) _____ phone number _____ email _____

2. Will you have additional volunteers to help ensure the safety of the event and the program?
(yes or no) _____ if yes, how many? _____

3. How will volunteers help to ensure the safety of the event and the program? _____

4. How will the volunteers be positioned? (please indicate on map)

5. Will additional medical personnel need to be present? (EMT, Athletic Trainer, Lifeguard, etc.)

If no, skip to the following section, "**Equipment**"

If yes, who? Name: _____

Certification Title*: _____

Phone: _____

***In order for additional medical personnel to be present, copies of their certification and their liability insurance is required. Does Recreational Sports have these copies on file? (yes or no) _____**

6. Where will additional medical personnel be positioned during the event? (please indicate on map)

7. How will communication be maintained with additional medical personnel?

EQUIPMENT

1. Is the equipment you plan to use in proper condition for your event? (yes or no) _____
If no, what needs to be done to repair the equipment? _____

2. Does your club's First Aid kit need to be restocked (check inventory tag on it)? (yes or no)
If yes, what does your club's First Aid kit need to be fully stocked?
(please list) _____

3. Who will bring your club's First Aid kit to the event? _____

4. Will you need additional safety and risk management equipment for your event (medical supplies, reflector vests, cones, radios, etc.)? _____ if yes, please list: _____

FIRST AID STATION

1. Where will the First Aid station(s) be located? (indicate on map)
2. Who will manage the First Aid Station(s)?
(a) _____
(b) _____
4. If athletes will be participating beyond the line of sight of the First Aid Station, how will communication be maintained with the First Aid Station? _____

5. How will injured participants be transported to the First Aid Station/ medical facilities? _____

EMERGENCY ACTION PLAN

In the event of a major emergency (an injury which requires more advanced medical attention than the First Aid Station can provide), your club will need to have a detailed Emergency Action Plan. Your club will need to develop thorough, sequential steps on how to properly handle an accident at your particular event. Please consider staff responsibilities, emergency call out lists, proper first aid procedures, communication systems, and reports (for further explanation of the Emergency Action Plan).

Please attach the Emergency Action Plan to this form.

Where is the closest hospital located from the event? _____ in the city of _____
Approximately, how far away from the event is the hospital located? _____ miles.
Please attach an additional map and/or directions to the hospital from your venue.

FINAL CHECKLIST

- Prior to the event: visit event site and look for potential accident areas and how to address them to ensure safety (i.e. wet areas, loose gravel, sharp turns, objects protruding from the ground).
- Potential impacted local organizations/businesses have been notified of the event at least one month prior to event.
- First Aid kit is fully stocked with the necessary first aid supplies.
- All participating athletes will have completed waivers before participating in event.
- Safety/risk management concerns will be communicated with all participants the day of the event.
- Immediately following an injury/incident, a report of the injury/incident must be filled out and given to the Recreational Sports Department.
- Indicate the location of the First Aid station, all safety personnel, and all potential hazards on the route map (distribute map to participants on the day of the event).
- Discuss operational policies and procedures for the facility you wish to use with the appropriate personnel
- Attach the name and address of your opponent's contact person(s).