

Student Organization Fundraising Assistance Guidelines

The ISU Foundation assists the Division of Student Affairs in fundraising for special programs, events, and projects. Any organization recognized by the Student Activities Center can request assistance with fundraising for their organization. The following guidelines should assist groups in determining if this type of fundraising approach is appropriate for their goals.

1. Only organizations that have been recognized through the Organizational Recognition Process in the Student Activities Center are eligible to seek this assistance.
2. Programs/events for which the ISU Foundation will assist in fundraising are primarily those which involve soliciting funds from alumni. Any organization soliciting funding from Iowa State University alumni must complete this request for assistance.
3. Programs/events must be those that assist the organization in achieving its mission/goals and are consistent with the university's mission/goals.
4. Programs/events for which the goal is to donate solicited funds to a charity are not eligible for this assistance.
5. Organizations are free to seek donations from area businesses in the form of money or in-kind gifts without completing the fundraising assistance form.
6. The organization/club president or student providing leadership for the project must discuss the fundraising plan with the organization/club advisor prior to submitting the application form. It is advisable that a discussion also take place with a Student Affairs staff member from the Student Activities Center.
7. To maximize the fundraising efforts, requests for fundraising assistance should be submitted 3-6 months prior to the fundraising event.
8. Completed applications for fundraising assistance must be submitted to the Office of the Vice President for Student Affairs to be reviewed. A decision will be made by the Vice President or his designee to approve the request. If the request is approved, the form will be forwarded to the ISU Foundation.
9. The organization/club president or student providing leadership for the project will be notified of the status of the fundraising assistance request within 2 weeks of submission.

Iowa State University Student Organization Application for Fundraising Assistance

This application is an information-gathering tool to help assess the potential viability and priority of proposed new fundraising projects. A key step is a realistic assessment of both the stakeholders (individuals or groups who are affected by the existence of the program) and the availability of viable known donor prospects (stakeholders with existing connections who have both the means and an interest that can be developed).

This worksheet is the formal approval process for soliciting financial support for student organizations from Iowa State University alumni, and active fundraising should not be undertaken prior to specific approval of new fundraising priorities by appropriate ISU and ISU Foundation administration.

ONLY RECOGNIZED STUDENT ORGANIZATIONS ARE ELIGIBLE TO SEEK FUNDRAISING ASSISTANCE FROM THE ISU FOUNDATION.

In order to best coordinate and maximize a fund-raising effort, this form should be completed a minimum of three months in advance of the program/event.

See attached guidelines for additional information.

1. Name of Student Organization/Club:

2. Organization/Club Advisor (include contact information):

3. Organization/Club President or Student Contact (include contact information):

4. Check the Student Organization Recognition Category your organization achieved as determined by the Division of Student Affairs.
 - Sponsored
 - Affiliated
 - Registered
 - Probationary

6. Description of purpose/function/program that would be supported/accomplished through fundraising. Please list the date when the program is scheduled to occur.

7. Dollar Goal: \$

8. What amount will the organization contribute to the program? \$

9. Describe how purpose/function/program relates to the organization/club strategic plans and/or goals:

10. List the specific persons, groups, and corporations/foundations that could be considered as prospects for your fundraising needs.

10. Describe existing fundraising/constituent outreach/alumni-relations efforts that your organization/club does with stakeholders:

11. Describe any prior discussions specific to this proposed fundraising concept that have taken place with your club/organization's advisor or any Student Affairs staff members. Please indicate with whom you have discussed this potential project.

12. Comments / Additional Notes:

Form Completed by:

Date:

Return to Rose Wilbanks, Administrative Specialist
Vice President for Student Affairs Office
2350 Beardshear Hall
Ph: 515-294-4420
rwilbank@iastate.edu
