Fundraising

Fundraising Tips

Start with a specific dollar goal in mind. Working towards a goal of earning "as much as possible" is tough because you never know when you get there. If you are fundraising for a formal, price out all of your costs and then set the goal. Or choose a dollar amount that you would like to donate. Whatever you do, make sure that you keep it realistic: goals over $5,000 often require multiple fundraising events.

Group members will often make fundraising the last priority on their list. This is a particular challenge for group leaders, who are often themselves busy with school work, group activities, and of course, their social life. It's important to start with a specific list of group members committed to participating in the fundraiser.

Keep your fundraiser short. Too many group leaders think that more time is better, but that is often not the case. Keeping a fundraiser quick requires group members to participate without procrastination.

Offer a prize or incentive to the person who brings in the most money or who works the hardest. The prize doesn't necessarily have to be big. Often something like getting out of a practice or meeting is enough to motivate group members.

A student organization may not individually send out direct mailings or perform telephone solicitations to raise funds from the private sector. This is the role of the UAF Development Office, which annually solicits the community on behalf of Student Organizations.

Fundraising Ideas

Recognized student organizations may reserve space in the Wood Center Mall through the Scheduling Office to sell items, hold a raffle, or advertise their student organization. Cash boxes are available in the Wood Center. Please respect the privacy of our student residents: **door-to-door sales and/or solicitation are always prohibited in residence hall facilities.** Listed below are some of the more popular fundraisers. Imagination and creativity are the keys to a successful fundraiser!

- **Car Wash-** Pre-sell tickets, charge a specific amount, or ask for donations.
- **Change Bottles/Penny Wars-** Penny Wars are organized as a competition. There are a few variations:
  - ✓ Each team has a bottle/jar, and students are encouraged to put money in the jars. The team with the most amount of money can win prizes.
  - ✓ Each team has a bottle/jar. Groups can decide which types of money are considered "positive" or "negative" when adding up the points. For example, all change can be positive while bills can be negative. The team with the most points wins. Students like this because they put money in competitors jars in order to "decrease" the competitors amount of points.
- **"A-Thons"-**People pledge a certain amount of money for a specific cause or individual involved with the cause. Some examples include a Bowl-a-thon or a Walk-a-thon.
- **Pie in the Face-**Put whip cream on a paper plate and sell for $1. Consider asking an administrator or professor to participate to draw a larger crowd.
- **Bake Sales**-There are stringent public health standards that student organizations must meet before having a bake sale. See "Bake Sale Guidelines" below.
- **Dances**-Any student organization interested in sponsoring a dance should contact the Wood Center Scheduling Office. They will explain the process for organizing a dance as well as the UAF Dance Admission Policy that all dance sponsors must uphold.
- **Raffles**-Alaska state law requires a special permit in order to sell raffle tickets or for any "games of chance." Contact the Director of the Wood Center at least one (1) month before you plan to sell the tickets in order to comply with raffle ticket procedures. A list of all items to be raffled will be required, including whether the items were donated or purchased by the student organization and the retail price of each of the items. This list must also be provided to the Development Office to track the donations. Raffle winners are required to sign a form and provide their social security number for tax purposes.

Fundraising
Continued

Bake Sale Guidelines

A Bake Sale Data Sheet must be completed and submitted to the Wood Center Scheduling Office at least 5 days prior to the Bake Sale Event.

Taken from the AK Division of Environmental Health:

Bake sales are limited to informal activities where cakes, cookies, fruit pies, or similar low-risk foods are sold to the public. They are a one-time, one-location event. These events do not require a permit.

Guidelines:
- Residential kitchens will not be subject to inspection. However, it is best to use approved (permitted) or organization (church, club) kitchens whenever possible.
- The sponsor should contact the local nearest ADEC District Office prior to the event, with the date and location of the event and types of food to be sold.
- The sponsor should retain a list of who donated what food items in case of any necessary follow up.
- Potentially high-risk foods, such as cream-filled pastries, custards and similar products, and meat, poultry, or fish in the form of salads or sandwiches should not be sold at bake sales. Sale and service of these items require a temporary food service permit.

Sanitation:
- Prior to preparing any foods, everyone should thoroughly wash their hands with soap and warm water. Handwashing is to be repeated after any act that could contaminate hands, such as coughing, eating, handling garbage, or using the toilet.
- Prior to preparing any foods, all surfaces should be thoroughly cleaned and then sanitized using a 100 ppm bleach solution (1/2 tsp bleach per quart of water).

Prevention from Cross Contamination:
- Products should be individually wrapped to protect them from contamination while they are being transported, stored, or displayed.
- Tongs or other utensils or tissues should be used for necessary handling of unprotected single units during service.
- For sale of baked goods on more than a one-time, one-location basis, the nearest ADEC Environmental Sanitation and Food Safety office should be contacted. The operation may fall under the food processing requirements.

These are guidelines only and do not supersede compliance with 18 AAC 31.

Food Liability Release Form

If you are using an outside or off-campus food vendor to provide food for your event, you MUST get approval from Dining Services first.
Complete a Food Liability Release Form and fax it to 474-**5847**