

## FUNDRAISING PROCEDURES FOR NAUGATUCK VALLEY CLUBS

FROM THE OFFICE OF STUDENT ACTIVITIES

**Prior planning is required for all fundraising events:**

Before you start you need: Your advisor's approval, a plan to account for funds. Once this is discussed during your club meetings, then follow the procedures below.

**Fundraising Event Procedure:**

- The Naugatuck Valley Club/Organization must set up a meeting with the Student Activities Director, Karen Blake for approval of all club fundraisers – email [KBlake@nv.edu](mailto:KBlake@nv.edu) to set up an appointment.
- Once a meeting has taken place, an approved Facility Reservation form must be filled out if the fundraising event is on campus to secure space for the event. This must be done at least a month in advance, especially for use of large venues on campus. (See Facility Form Procedure)
- Please remember only the PROFITS after all expenses associated with the activity are paid can be donated to your charitable, nonprofit organization. SAF funds cannot be donated.
- Individuals cannot be the recipient of a fundraiser.
- The beneficiary of the fundraiser must be identified on all promotional materials and flyers prior to the event.
- You cannot change the beneficiary in any way after you make the event public.
- The beneficiary must upload a W9 to CT State portal: <https://www.ct.edu/finance> - Student Activities & Naugatuck Valley clubs/organizations cannot handle W9's due to security issues. Student Activities has blank forms in S514 & on the Student Life portion of the NV website.
- All raffles require a permit and have stringent rules associated with them. Your advisor would be responsible for obtaining the permit and adhering to all regulations. The Office of Student Activities does not support raffles.
- Door Prizes and Teacup Auctions are permissible.
- Once the event is complete, the Naugatuck Valley Club/Organization must deposit all cash by filling out a deposit slip within 24 hours of the event (unless weekend) and bring cash/checks to the Bursar's Office located in Kinney Hall for deposit. Forms can be found in S514, Bursars and Prism Lounge forms rack in the Student Center.
- All coins must be rolled prior to depositing funds in the Bursar's Office. Money rolls can be found in the Student Activities Office – Room S514.
  - To donate the profits of the event, a **Transaction Form**, **Club meeting minutes** approving the dollar amount to be donated and to what organization, along with a **Profit Loss Form** must be completed and sent to the Student Activities Director. (All forms can be found on Student Life Webpages, Room S514 (Student Activities) or the Prism Lounge forms rack. These forms must be submitted together to the Student Activities Director for review and processing. The website and Advisor Teams folder have electronic forms for your convenience.