

# RSO Fundraising Ideas

RSOs can raise funds through on-campus or off-campus fundraisers; however, there are certain policies to be aware of:

- All fundraising activities by RSOs **must be approved** by the university.
- RSOs may hold fundraising events a **maximum of 3 times** per semester.
- Items, food, or services being sold as part of fundraising for your RSO **must abide by** University Policy.

## Fundraising Approval | On-Campus

Fundraising on-campus must be approved through University Scheduling (CSU 219). All On-Campus [Fundraising Request Forms](#) must be submitted **at least 5 business days** prior to the fundraiser. Failure to submit the request in a timely manner can result in cancellation of the fundraiser. Reservations for space should be made before submitting the request form.

## Fundraising Approval | Off-Campus

While off-campus fundraisers do not involve the same regulations as on-campus fundraisers, as representatives for MNSU, Mankato it is still important for RSOs to get approval from the university to ensure the fundraiser meets university policy.

Please complete the [Off-Campus Fundraising Request](#) form on Mav Central **at least 5 business days** prior to the fundraiser. If an off-campus fundraiser is held without university approval, the RSO may face disciplinary action.

## Fundraising Ideas | On-Campus

Below is a list of ideas for on-campus fundraising to help RSOs get started brainstorming. This is not a comprehensive list so if you have an idea for something, check in with the Maverick Involvement Team with questions.

### Selling Popcorn or Nachos

The Student Activities office has the necessary equipment, but your RSO must provide the staffing. Machines are for use in the CSU or some connecting areas; if you would like to take it further, you'll need prior approval from Bill Tourville or the Student Events Team GA. Your RSO can sell popcorn for as cheap or expensive as you would like.

- After use, your RSO is responsible for cleaning the machines before they are returned.
- Machines must be returned promptly after the event. If it is an evening event, the machine can be returned the next morning.
- Your RSO will not be charged for materials and use of the popcorn machine.
- Your organization will be charged \$25.00 for use of the nacho machine, which covers the cost of the cheese, and **the RSO is responsible for purchasing chips** and any extras you wish to include.

### Bake Sale

- Food prepared for an RSO bake sale or fundraising activity must be sold at a location reserved through University Scheduling and Conference Services.
- Bake Sale items (i.e., cookies, bars) must be individually wrapped.

- University Scheduling will share their policy with the organization and proper preparation procedures for the baked goods upon submission of the fundraising request form.
- Check in with University Scheduling at [university.scheduling@mnsu.edu](mailto:university.scheduling@mnsu.edu) if you have questions on bake sale policy.

### **Spaghetti Feed**

- RSOs partner with University Dining for spaghetti feeds.
- RSOs sell tickets to the feed for \$5-\$10/person (RSO sets the price). Part of the ticket price covers supplies, while the rest is generated into funds for the RSO.
- You will need to know approximately how many people you will serve. This type of event can be risky because it relies on attendance, and without enough attendees, your RSO may lose money.
- To organize a spaghetti feed, contact University Dining Services to inquire about the cost.
- A fundraising request must also be approved for the event.

### **Incentive Events**

Student Activities hosts a variety of Incentive Events throughout the year where RSOs can receive funds by participating.

To know what events are coming up, make sure to read the RSO Newsletter for updates.

### **Events with Admission Fees**

- One way that RSOs can raise money is through hosting events where participants are charged an admission fee.
- If your RSO decides to host an event with an admission fee, it is important to consider the following factors:
  - How much will it cost to host the event?
  - How many people do we expect to attend?
  - How much will we charge for admission?
  - Do we need any special permission to have this kind of event?
    - If your RSO is showing a film, it is important to have proper licensing permission for the film. Contact the Maverick Involvement Team if you are interested in learning more about the process and costs associated with showing a film.
- This type of event can be risky because it relies on attendance – if not enough people attend, your RSO may lose money.
- If you're considering an event with an admissions fee, we recommend meeting with the RSO office to discuss your ideas for the event in advance.
- A fundraising request must also be approved for the event.

## **Fundraising Ideas | Off-Campus**

Below is a list of ideas for off-campus fundraising to help RSOs get started brainstorming. This is not a comprehensive list so if you have an idea for something, check in with the Maverick Involvement Team with questions.

### **Partnering with a Mankato Business**

- Many RSOs will partner with local businesses to help raise funds for their group.
- This type of fundraising typically requires RSOs to have a TIN number (see the section about getting a TIN number for more information).

- If your RSO does not have a TIN but would still like to work with a Mankato business, contact the Assistant Director of Student Activities – RSOs; the Assistant Director can provide a letter recommending that they still work with your RSO.
- To partner with a Mankato area business, follow these steps:
  1. Contact the manager of the business to make an inquiry about a partnership.
  2. If they would like to work with you, start the off-campus fundraising request process through MNSU.
  3. Follow the process outlined by the business for participating in their fundraiser.
- Businesses the RSOs have worked with previously: Applebee’s, Buffalo Wild Wings, Casey’s General Store, Chipotle, Cub Foods, Hy-Vee, Kwik Trip, McDonald’s, Panda Express, Pizza Hut, Pizza Ranch, Walmart, Wells Fargo

### Working with a Donor

If a particular donor wants to give \$250 or more OR they specifically ask to receive a tax-deductible receipt, ask them to give directly to the Foundation. This aligns with IRS guidelines that require a donor receive a tax-deductible receipt from a non-profit for a gift of \$250 or more.

Ways to give through the Foundation

1. RSOs can give through the Student Activities Program
  - a. Navigate to the [Current Causes](#) page on [mnsu.edu/giving](https://mnsu.edu/giving)
  - b. Select the gift amount
  - c. Choose “More Giving Options”
    - i. Scroll down to the “Student Affairs” section of the drop-down menu and check the box by “Student Activities Program” and click “continue”
  - d. Fill in your information
  - e. **Donor MUST complete** the “Additional Options” by selecting “Honorary or Memorial Gift” by clicking the yellow plus sign
    - i. Honor of Someone Special: RSO Name (instead of Person’s First/Last Name)
    - ii. Occasion is optional
    - iii. Notification Name: Michelle Harvey, Assistant Director for RSOs, Leadership, and Non-Trad Students
    - iv. Mailing Address: 173 Centennial Student Union, Mankato, MN 56001
  - f. Complete the donation by checking out with PayPal or paying with card.
2. Fraternity/Sorority chapters can give through Fraternity & Sorority Life Program
  - a. Navigate to the [Current Causes](#) page on [mnsu.edu/giving](https://mnsu.edu/giving)
  - b. Select the gift amount
  - c. Choose “More Giving Options”
  - d. Scroll down to the “Student Affairs” section of the drop-down menu and check the box by “Fraternity and Sorority Life Program”
  - e. Fill in your information
  - f. **Donor MUST complete** the “Additional Options” by selecting “Honorary or Memorial Gift” by clicking the yellow plus sign
    - i. Honor of Someone Special: RSO Name (instead of Person’s First/Last Name)
    - ii. Occasion is optional

- iii. Notification Name: Michelle Harvey, Assistant Director for RSOs, Leadership, and Non-Trad Students
- iv. Mailing Address: 173 Centennial Student Union, Mankato, MN 56001
- g. Complete the donation by checking out with PayPal or paying with card.

#### Next Steps

- The Foundation will receive the funds directly from the donor and provide gift recognition and a tax-deductible receipt directly to the donor.
- Funds will be deposited into the Student Activities account with a reference to your RSO.
- Contact the Assistant Director for RSOs, Leadership, & Non-Trad Students to have these funds transferred to your RSO's 901 account.