FUNDRAISING GUIDELINES

Student groups may charge membership dues and admission fees to events. All other fundraising must be approved by the HESA Fundraising Committee and the Office of the Dean of Students. **Please meet with HESA Fundraising Committee four weeks prior to your planned event to review your proposal.**

Resources can be:

- In-kind contributions: food, equipment, space, technical assistance
- Awarded contracts: agreements to accomplish specific actions
- Pledges: agreements to provide resources at specific time in the future
- Sales of tickets or merchandise
- Contributions: restricted or unrestricted

These resources can be obtained from people, businesses, and/or foundations, both on-campus and off-campus, and through a variety of techniques including proposals, telethons, direct mail, annual giving, endowment campaigns, events, and sponsorship.

Rules and Regulation

Fundraising proposals must be accompanied by a current budget for the entire organization and also a project budget if you are raising funds for a specific project. Project budgets should include both projected expenses and income.

If you plan to hold a fundraising event on campus, you will need to submit an event registration form at least four weeks prior to your event. Forms are available on the HESA website (http://www.hesa.dce.harvard.edu)

Student sometimes may collect goods to help domestic and emergency relief drives. However, without adequate collaboration with an established relief agency that can distribute the collected goods, such efforts are often a waste of time and goods. By collaborating with an established relief agency, you can be sure that the goods you collect are needed and that a means of distribution is available. Do not collect cash: instruct donors to make checks payable to the relief agency with which you are collaborating. You are responsible for accurate representation of the recipient organization to the donors and due diligence in seeking that the donated funds are used as represented. Research and documentation of the recipient organization’s charitable status should be on file with the student organization and available to the Dean of Students Office.

Student groups are responsible for their own finances and for keeping their own financial records, and the Extension School expects that they will be managed in a prudent fashion.