

# Fundraising Guidelines

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## General Fundraising Guidelines

- Let us know the date(s) of your fundraiser
- ALL donors should complete a Contribution Form\*
- Checks must be made out to the Combined Fund Drive
- The non-profit organization's name and code must be written on the subject line of all checks
- Complete the Check Log and Fundraiser Form
- Submit your donations and completed forms to the WSU CFD office (CUB L48, mailstop 7204)

## Do you want all of the money from the fundraiser to go to ONE organization?

- Select the charitable organization before the start of the fundraiser
- Inform donors of the non-profit organization that will be the recipient of the fundraiser
- Provide donors with the non-profit organization's CFD charity code
- Each donor should complete a Contribution Form
- The non-profit organization's name and code must be written on the subject line of all checks
- Complete the Check Log and Fundraiser Form\*\*

## Do you want participants to select where their individual contributions will go?

- Each donor should complete a Contribution Form
- The charitable organization's name and code should be written on the subject line of all checks
- Complete the Check Log and Fundraiser Form\*\*

## Do you plan to do a coin drive or penny competition?

- Contact us if you would like to use our containers
- Select ONE non-profit organization to be the recipient of the fundraiser
- Place the container in a secure location such as a locked office, drawer, or cabinet at night
- Donors DO NOT need to complete a Contribution Form
- Complete the Check Log (if applicable) and Fundraiser Form\*\*
- If you'd like, we will pick up your coin container, count your coins, and enter your total donation amount onto your Fundraiser Form

## Are you considering spending your own money to prepare for the fundraiser?

- Remember: It's important to make sure that your fundraising event will be profitable
- We cannot reimburse you for expenses incurred
- Save your receipts! Money spent on preparing the fundraiser is considered tax deductible
- Complete the Donation Receipt to record your expenses
- Make a copy of the Donation Receipt and keep for your records
- Submit the Donation Receipt to our office along with your forms and donations

\*If you do a coin drive or penny competition, then donors do not have to complete a Contribution Form.

\*\*On the Fundraiser Form, list the TOTAL donation amounts PER non-profit organization. This total includes check and cash donations only.