

Checklist For A Fundraising Event

1. Identify whether this fundraising event would be for your student organization or a community philanthropy.
2. If you plan to use the UNI Logo, you need to get University Relations approval first
3. [Utilize best practices for collecting money](#)
4. Some ideas for fundraising for yourself:
 - a. Bake Sale
 - b. Art and crafts sale
 - c. Concessions stand work
 - d. Leaf raking
5. Some ideas for fundraising for others
 - a. Partner with a business (Panera, Ponchero, Tidal Wave) for a give back night
 - b. Bake sales
 - c. Food event
 - d. Charged admission for event
6. If you need assistance, email us at involvement@uni.edu

The Budget:

Prepare a proposed budget
 Identify funding sources
(NISG or personal org money)

Date Completed by

Assigned To

General (on campus):

Check with University Calendar
 Reserve a facility ([EMS Calendar](#))
(table in MU is free but a room may have a cost)
[Reserve Equipment](#)
 Coordinate room or outside set up

General (off campus):

Coordinate with non profit
 Plan for parking
[Reserve Equipment](#)

Food (on campus)

Determine what food you want
 Work with [UNI Catering](#)
[Choose an approved vendor](#)
[Catering Exemption](#)
[Bake Sale Exception Form](#)

Accommodations/Accessibility

