Fundraising 101
Training

Office of Student Affairs
956.326.2280
www.tamiu.edu/studentaffairs
The Office of Student Affairs strives to promote and encourage students to foster skills essential to their ethical, intellectual, social, and personal development. Student Affairs prepares students to become engaged and constructive members of a diverse, dynamic, and global society. Using the principles of discover, learn, serve, lead, succeed, the Office of Student Affairs is able to offer students a deliberate means of campus involvement centered on the Honor Pledge, internationalization, multiculturalism, student life, self-awareness and community engagement. Truly preparing students to GO GLOBAL!
Goals

• Coordinate an orientation program for all entering undergraduates and international students, as a means of connecting students to essential offices, provide a glimpse of Dustdevil life, facilitate laws and rules compliance and create a seamless transition to the University.

• Strengthen the development of interpersonal, leadership, communication, and personal skills that enhance and complement the academic performance of students and the achievement of their career aspirations.

• Increase student participation in campus activities, student organizations, study abroad and engagement programs.

• Expand programs that promote co-curricular growth and engagement in our students through international promotion, community engagement and involvement.
Goals

- Provide professional services to students in the areas of social and cultural programming and assisting in complying with government regulations.

- Maintain a comprehensive, fair and impartial student conduct process for both academic and disciplinary violations of the Student Handbook and Honor Pledge.

- Offer students experiences that allow for an increased awareness of self, groups, social and cultural diversity that enhance the importance of effective goal setting for success in a global community.
Who Are We?

Jerry Alva, director of student affairs
Provide leadership to Student Affairs team, University chief conduct officer, maintain collaborative relationships with students, faculty, staff and community/university partners, advocate for student needs and concerns

Triana Gonzalez, associate director of study abroad and exchange programs
Study abroad and exchange program coordinator, faculty led programs liaison, cross-cultural promotion and learning

Mayra Hernandez, associate director for student conduct and community engagement
Primary investigator of student conduct cases (academic and disciplinary), community engagement and service projects, promotes Honor Pledge and student conduct compliance

Miguel Trevino, associate director for student activities and leadership
Student organization/orientation development and compliance, student leadership programs, Campus Activities Board and Student Government Association Advisor
Who Are We?

Adrianne Rocha, student orientation and involvement coordinator
Student orientation programs and leaders, student organizations and co-curricular programming, Campus Activities Board Advisor

Cynthia Martinez, international student programs and services coordinator
Non-academic international student advisement, study abroad records and general information, international student records, change of status, OPT, CPT

Sylvia Hinojosa, community standards and student engagement coordinator
Student conduct outreach and education, volunteer programs and activities, student involvement and engagement

Sarah Herrera, staff assistant
Connecting students to services, account information and processing, general office support
Your Role as a Student Leader

• You represent TAMIU in everything you do.

• You are role models to Laredo youth.

• You are a role model to the Laredo Community.

• You are role models to your organization.

• You are leaders at TAMIU.
Fundraising Steps

• Event Registration must be submitted on Collegiate Link at least two business days prior to event.

• On campus, submit written request with Aramark and give approval to OSA

• Off campus, letter from place of business allowing your fundraiser

• Check for confirmation from OSA and/or Event Services
Fundraising Regulations

- One fundraiser per month
- Two benefit giveaways per year
- Donations/Solicitations
Bucket Brigades

This is a form of panhandling for money and/or donations on or off campus.

- Not allowed on or off campus
- Safety
- Liability
Types of Fundraisers

- Membership Dues
- Benefit Giveaways (Raffles)
- On Campus Food Sales
- Car Wash
- BBQ Plate Sales
- Chocolates
- Popcorn
- Serenades
Membership Dues

• Allowed and the amount varies and depends on organization. Sometimes membership dues includes a t-shirt from the organization.
Benefit Giveaways

• Not raffles (we do not refer to this as a raffle)

• Submit Event Form

• Must provide sample ticket to OSA (include ticket number, contact information, estimated value of each item)

• Amount collected needs to be deposited within 48 hrs. of each sale.
On Campus Food Sales

- Event Submission

- One day buffer between dates of food sales

- One week buffer between types of food sales (example if there is a Chik-Fil-A sale this Wednesday, the next sale will not be available until the following Wednesday.)

- Written permission from Aramark required. Failure to do so will result in organization consequences.

- Amount collected needs to be deposited within 48 hrs. of each sale.
Car Washes/BBQ Plate Sales

• Event Submission via Collegiate Link

• Location of Event

• Written permission from place of business must be submitted to OSA

• Counts as fundraiser for the month and money needs to be deposited within 48 hrs. of the sale.
Chocolate/Popcorn Sales and Serenades

- Event Submission via Collegiate Link
- 2 contiguous weeks to sell
- Counts as a fundraiser for the month money is deposited within 48 hrs. of each sale.
You have your $$, now what?
Depositing Funds

• Deposit at Bursar’s Office (ZSSC 137) within **48 hours**

• Provide student organization name and account number (094 account)

• Request and keep receipt for record keeping
What if we need money to get supplies?
Withdrawing Funds

- Manual Requisition Form
- Meeting Minutes with approved withdrawal amount and which members approved motion
- Original receipts or invoice
- W-9
- Checks mailed to companies or deposited into students’ HigherOne Account
- Start two weeks ahead of time to ensure everything is in place
# Manual Requisition Form

**Texas A&M International University**

A Member of The Texas A&M University System

Office of Student Affairs
Departmental Requisition for Student Organizations

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Item (detailed information)</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
</table>

For Office Use Only

<table>
<thead>
<tr>
<th>Requisition No</th>
<th>Purchase Order No.</th>
</tr>
</thead>
</table>

Authorized

Officer: ___________________________ Date __________
Advisor: ___________________________ Date __________
Student Affairs: ______________________ Date __________

Agency Verification for Disbursement of Funds

I certify that the above services were rendered or goods received, that they correspond in every particular with the contract under which they were procured, that the invoice is true and complete, and that the claim was presented to the State within the applicable limitations period.

NOTE: Meeting minutes approving said expense must be submitted with this form.

5201 University Boulevard, Laredo, Texas 78041-1900, (956) 326-2210, Fax (956) 326-2103
Meeting Minutes

- Student Organization Name
- Date of Meeting
- Start Time
- Those in Attendance
- Motion and second by who
- Amount motioned and to who will money go to
- Approved/disapproved by
- End Time
Receipts/Invoice

• Provide original receipts to be reimbursed or when items have been purchased

• Provide invoice when check or money is being requested ahead of time

• No original receipts = no more money
Available at Student Affairs > Student Groups > Workshops and Forms

Needed to add vendors into TAMIU system
Where’s the $$

• If checked being mailed, touch base with company to inform them (typically takes 3-5 business days to arrive from time of mail out)

• Check your Higher One, deposits go in every Friday

• If nothing, check with OSA so we can help track progress or location
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