FUNDRAISING POLICY

1. What is a fundraising?

Fundraising is the process of collecting money from donations, sales, and/or event programming for charitable donations to a not-for-profit.

2. Who is eligible to fundraise?

Only registered student organizations and departments are allowed to fundraise on campus.

3. What is the process of planning a fundraiser?

Submit a completed Fundraising Request to saaboforms@jjay.cuny.edu six (6) weeks prior to the date(s) the fundraising event will occur. A funding raising request contains the following documents:

☐ Fundraising Request Form

☐ Flyer

*Flyer advertising the planned activity is required.*

☐ Completed **W-9** by the not-for-profit organization (Rev. December 2014)

☐ Federal Tax ID (EIN) Letter

*Must provide a Federal Employer Identification Number.*

☐ Completed **ST-119.1 Exempt Organization Certification Form (5/95)**

4. When do I know if the fundraiser is approved?

*Once the organization/department submits the fundraising request form to the Student Activities Association, Inc. Business Office for review, the organization/department will receive an email notifying the submitter if the fundraiser is approved or denied.*

5. What happens to all of the proceeds after the proceeds are tallied?

*The Student Activities Association, Inc. Business Office will deposit money on the next business day at the bursar’s office.*

6. When will the not-for-profit receive the proceeds collected at the fundraiser?

*Donation proceeds are sent in the form of a check to the organization. The process may take 15-20 business days.*