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. November 2017)

☐ 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.