

## Fundraising for Your Student Organization

### Get Approval

The development office manages numerous requests to alumni, corporations, law firms, foundations and other individuals for donations. If your group plans to ask for donations for cash contributions of any amount or non-cash items valued over \$500, you must receive approval from the Development Office before you begin to solicit, as we want to make sure we are not asking the same people.

When contacting the development office, please supply us with the following information. This ensures that we respect our donor base and helps us avoid sending multiple proposals to the same prospective donors.

1. Name of student organization
2. Student contact name
3. Event date, time and location (if applicable)
4. Type of request
  - How will you contact the potential donor? Phone, letter, personal ask, email?
  - Is this an event sponsorship or general donation?
  - Are you requesting cash or products?
  - What benefits will be offered to the donor?
5. Who do you plan to contact?
  - Alumni
  - Corporation/law firm/business
  - Individual
  - Foundation
  - Community group
6. Contact name at corporation/foundation/community group

### Checks

Some organizations give to more than one student group. In order for donations to be routed correctly, it's critical to inform the development office that you are expecting a donation and the amount. In addition, ask the donor to include the name of the student group, if possible, on the check stub or memo line.

### Receiving and Processing Donations – IMPORTANT and TIME SENSITIVE

All donations should be delivered to the development office for processing and deposit as soon as they are received. All gifts are acknowledged, regardless of the amount, and receipted by the development office. Non-cash donations require that an organization representative complete a non-cash donation form. Note that gifts of service, e.g. designing a marketing brochure, are not tax-deductible, therefore there is no need to pass these through. Please contact the Development Coordinator for questions about this process or gift acceptance policies at Lewis & Clark.

### Resources to Help You

We have worked with numerous student organizations, and we have fundraising letters, donation forms and information on which approaches will be successful. Please contact the Development Coordinator at least two weeks prior to requesting donations and/or sponsorships. This timeline applies to all requests for cash contributions of any amount and non-cash items valued over \$500.

### Development Staff and Contact Information

Darcie Esch, Development Coordinator: [desch@lclark.edu](mailto:desch@lclark.edu)

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