

Fundraising for your Student Organization

Get Approval

The development office manages numerous fundraising requests to alumni, corporations, law firms, foundations and other individuals. If your organization plans to fundraise for cash contributions of any amount or non-cash items valued over \$500 during the 2019 -20 academic year, **you must receive approval from Vivian Robbins, Development Coordinator, before you begin solicitations.**

When contacting the development office, please supply us with the following info. 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/services?
 - What benefits will be offered to the donor?
5. Whom do you plan to contact?
 - Alumni
 - Corporation/law firm/business
 - Individual
 - Foundation
 - Community group

Resources to Help You

The development office is available to help your organization create a fundraising plan. We have worked with numerous student organizations to help them succeed in their efforts. We can offer communication advice and information on which approaches will be successful. Please contact Vivian Robbins 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.

Receiving and Processing Donations

All donations must be delivered to the development office for processing and deposit. All gifts, cash and non-cash, must be accompanied by a completed **L&C Law Student Organization Donation Form**. This form helps us correctly designate the gift. Once the gift is processed, the development office will send a gift acknowledgement and tax receipt to the donor(s). Please contact **Vivian Robbins, Development Coordinator** for questions about this process or gift acceptance policies at Lewis & Clark.

Development Staff and Contact Information

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