

# Student Organization Fundraising Information & Ideas

## Donation Request

If you wish to request donations from off-campus businesses or groups, contact Institutional Advancement in 226 Murphy Center, 796-3076. Institutional Advancement keeps track of donations campus-wide and makes sure businesses or groups are not flooded with requests. Include the following information: organization name, purpose of event and/or donations, and name and address of businesses from which you wish to request donations.

## Fundraising Request

Viterbo does not have a formal fundraising policy. However, it is in good practice to have your fundraiser approved by the Office of Campus Activities. Asking for approval will ensure that your club is meeting all Viterbo policies and are fundraising at a time when not a lot of other clubs are fundraising, especially if you are fundraising on campus.

If doing a fundraiser that involves serving food that you make yourself, make sure to read any other policies that may apply, i.e. the food and beverage policy. Those policies can be found in the Student Organization and Sport Club Handbook found online at [www.viterbo.edu/clubs](http://www.viterbo.edu/clubs).

## Ideas for Fundraising

Are you tired of doing the same old fundraisers? Are you tired of working hard for dollars and cents? Try one of these unique fundraising ideas. These projects, if done right, are guaranteed to pay off.

1. **Chicken Q** – Raise money for your club while getting people together to enjoy a delicious chicken dinner!

Pogy's Catering:

- Contact: Josh (owner) or Aaron (head chef) 608-784-2386
- Pogy's provides: cooked meal brought in cambro food carrier, can cook onsite
- Club provides: location, a minimum of 4 volunteers to work event, printing and selling of tickets
- Meal: ½ chicken, baked beans, potato salad, napkin, silverware
- Cost: \$5 per meal goes to Pogy's. Club determines ticket price (suggested \$8). Club is required to sell a minimum of 300 tickets before the event in order for it to take place.
- Other information:
  - Can host event into fall as long as the weather permits.
  - Pogy's will also do a pulled pork or whole hog fundraiser.
  - Must contact 2 weeks to a month before event.

### Rooster Andy's:

- Contact: 608-782-6399
- Rooster Andy's provides: grilling staff, food, tent, chicken costume, serving products, heated bags for delivery if club wants to deliver meals, grill, generators if power is unavailable at grilling location, extra chicken.
- Club provides: date and location, printing and selling of tickets, a minimum of 4 volunteers to serve food, collect tickets, collect money, and deliver food (if club chooses to deliver)
- Meal: ½ chicken, the club's choice of two sides (potato salad, coleslaw, baked potato, or baked beans)
- Cost: \$5 per ticket goes to Rooster's Andy's. Club determines price of each ticket (suggested \$7.50-\$8.00) and must sell a minimum of 300 tickets before the event takes place.
- Other information: tickets are required to say Rooster Andy's

### Premiere Catering:

- Contact: 608-782-0886
- Premiere catering provides: tables, serving tent, on-site grilling, signs, and extra chicken
- Club provides: a minimum 4 volunteer servers, pre-sold tickets
- Meal: ½ chicken, baked beans, potato salad, dinner roll, butter, Styrofoam container, fork, napkin, salt, pepper
- Cost: \$5.00 per ticket goes to premiere catering. Club determines ticket price (\$7.00 to \$8.00 suggested). Club must sell a minimum of 300 tickets for the event to happen. 3000 ticket maximum
- Other information: payment is due on or before the day of the event

## 2. Collaborations with Area Restaurants

Buffalo Wild Wings – Two fundraising programs to fit the needs of your club.

- Contact: Felicia or Sam (managers) 608-781-9453
- Program 1: Choose a date for the one-night event. Create tickets and hand them out to as many family and friends as possible. Have your invited guests bring the tickets to BWW the night of your event and hand them to the server before ordering. Ten percent of pre-taxed food and non-alcoholic beverage sales will be donated to your club or organization.
- Program 2: This tends to be a team effort that continues through a season. Cards are given out to club members and friends. When they dine at BWW, they must show their card. Ten percent of food and non-alcoholic beverage will be donated to the club or organization. It will be tallied throughout the designated time and donated at the end of the season.
- Other information: Fundraising packets are available at BWW

## Jade Café

- Contact: Ryan Niemeier (owner) 608-784-5233 or [ryan@jadecafelacrosse.com](mailto:ryan@jadecafelacrosse.com)
  - Pick a date. Advertise your night at Jade. Receive a percentage of sales.
3. **Festival Brat Barn** – Sell brats, hotdogs, and hamburgers all day to raise money for your club!
- Contact: all festivals participate. Please go to the service desk of your preferred Festival Foods to sign up for a date, sign the contract, and receive more information
  - Festival Foods provides: Brat barn, food and condiments purchased from store, grill, lighter, nesco food warmer to keep brats, hotdogs, and hamburger patties warm, and a hand washing station.
  - Your responsibilities: people to run the event, a completed contract with \$25 deposit (\$20 is returned after the event), arrive before 9am for set up, bring serving utensils (spatulas, forks for condiments, etc.), card table to put condiments on, cash box, extra change, garbage bags, and oven mits. You may stay as late as you want for higher profits.
  - Other information: The brat barn runs from April through October 5th every Friday, Saturday, and Sunday. Please see the service desk of your desired Festival Foods to schedule a weekend.
4. **Right Response First Aid Kits** – Various, useful first aid kits can be sold by your club making up to 50% of the sales! Some kits are for the Home, Sport, Auto, Gardening, Ow-Wee, Outdoor, Handyman, etc.
- Review the Right Response information in the Campus Activities Office (see Kari).
  - Contact Christine Hulson, Fundraising Specialist for Right Response 608-498-8858 [Christine.Hulson@myrightresponse.com](mailto:Christine.Hulson@myrightresponse.com)
  - Determine fundraising plan
    - Ideas
      - Try selling kits at an Viterbo Athletic event – sell specifically the Sport kits or the Home kits
      - Cold call certain businesses that might want a certain kit, ex. Construction companies may want the Handyman kit
  - Advertise if necessary (do at least 2 weeks from date)
  - Fundraise
5. **Scentsy** - Offer a creative and artistic array of products at reasonable prices
- Contact: Kyle DeLap or wife Julie 608-769-8931 or [kyle@lacrossejules.com](mailto:kyle@lacrossejules.com)
  - View fundraiser information at <http://thescentologist.wordpress.com/fundraisers>
6. **U Bake** – Sell delicious baked goods to family and friends. Your customers pick them up at a U Bake store at their convenience.
- Contact: Kris 608-779-2383
  - U Bake offers: Various baked goods at a 20% discount to the club or organization so that they can be sold at or above retail price for a profit to the club or organization.

- Club responsibilities: decide which items to sell, use the U Bake order guide to sell, collect payment, organize total orders, phone or email them to [Kris@UBakeUSA.com](mailto:Kris@UBakeUSA.com), hand out colored vouchers to customers. Your customers pick up their orders at either of the two U Bake locations using the colored vouchers as a guide to what they bought from you.
- Other information: A fundraising packet is available if you are interested in the opportunity

### **Other ideas:**

1. Make buttons for a special cause or event. Then sell (Dorothy Lenard, 796-3472, has a button maker you can borrow)
2. Sell pies on national Pi day
3. Sell exam survival kits (*FYI – RHC already does something like this, check with them before you proceed*)
4. Provide moving assistance at the end of the year
5. Sell recipe books that feature recipes from Viterbo students and staff members
6. Do holiday gift wrapping stations on campus
7. Take out garbage and recycling for \$1 or other desired price
8. Mini golf marathon, tournament, or special event--see if the local mini golf park would allow your club or organization to use their facilities for the day, make your own course in the Assisi courtyard, or contract one out and charge for participation.
9. Raffle off “No dirty dishes for a week”—either sell raffle tickets or offer to do dishes for a specific amount of money. Could be done with other various household chores.