

**UNIVERSITY OF ROCHESTER
CLUB SPORTS PROGRAM**

FUNDRAISING GUIDELINES

1. Reserving a table (w/ a Flex Wedge) in Wilson Commons

- a. Fill out a Flex/URoS Wedge Rental Request Agreement form in Wilson Commons Office 201 (or form can be found on The Hive website under the “Resources for Student Organizations” tab) ***form requires advisor signature***
- b. Reservations must be submitted at least 3 business days prior to the start of the event

2. Hosting a tournament

Hosting a tournament has proven to be a great method of fundraising that not only raises money, but also awareness about your club. Hosting a tournament at the University is an excellent opportunity for your club to network on campus, within the community and the greater northeastern area. It does take significant planning and may initially require an investment, but it has the potential to evolve into an annual event that provides your club with the majority of its raised funds. If you are considering implementing this strategy to raise funds for your club, discuss your ideas with the Club Sports Council, Advisor and Director. Also, keep in mind the deadlines for space reservations and how this could impact the planned event.

3. Selling goods

Many clubs find creative ways to sell goods for a fundraiser. Everything from sporting equipment to D-Day kits to karate lessons, final exam survival kits, “penny/toothpick holders” and sweatbands can be sold for profit. It is up to your club to get creative with these ideas so the sales result in a profit. Discuss your ideas with the Club Sports Business Manager before making any purchases.

***To sell food the club must comply with policies of Wilson Commons. Please check The Hive for guidelines.

4. Selling T-shirts ***careful with this one***

We caution you against using this as your first choice fundraiser. If you chose to do so, please be careful that the shirts are an affordable price and be certain that you will sell enough to make a profit.

5. Raising dues for club members

Although this isn't usually the first choice of most clubs, don't forget that club members can also provide funds by contributing to club dues. If the club consistently finds that there are insufficient funds for spending, consider raising the cost of dues as an additional source of income.

6. Collecting donations from alumni

Another potential source of fundraising is through donations from club alumni. If the club's previous members still communicate with the University, they will most likely enjoy hearing from a club they were involved in during their time at the U of R. It may be worthwhile to contact alumni and update them on the current happenings of the club to establish a relationship that may prove helpful in times of financial need.