Fundraising Ideas:
Get Creative!

Banquet
Spaghetti Feed
Garage Sale
Karaoke
Art Auction
Car Wash
Competitions

Bake Sales
• Bake sales are a great way to raise money! A food waiver and DEC form are required. You can find the forms here: www.uaf.edu/fin/serve/forms/Food_Liability_Release-new-edit.pdf and www.dec.state.ak.us/eh/fss.

To reserve space for your event, go to www.uaf.edu/woodcenter/services/event-scheduling/ and follow the instructions.

Raffles
• Raffles need an Alaska State issued permit if an event has all of the following:
  1) Consideration (an entry fee)
  2) Chance or Skill,
  3) and a Prize.

Plan raffles at least 1 month in advance to obtain state-required raffle permits. Please contact Lydia Anderson at 474-7037 or lmanderson@alaska.edu for more information.

External Resources:
http://www.campusfundraiser.com/index.asp
http://www.fundraising-ideas.org/diy/index.html

Useful Links
www.uaf.edu/woodcenter/
www.uaf.edu/woodcenter/leadership/
www.uaf.edu/woodcenter/leadership/organizations/
www.uaf.edu/woodcenter/wcgraphics/
www.uaf.edu/procurement/staff-faculty/info/procurement-docs/
www.alaska.edu/bor/policy-regulations/
www.uaf.edu/woodcenter/services/event-scheduling/
www.uaf.edu/woodcenter/facility/policies/booth-policies/
www.uaf.edu/safety/risk-management/insurance-coverages/

Contact
Josh Hovis
Student Organizations Coordinator
jwhovis@alaska.edu
907.474.1959

Alexis Bystedt
Fiscal Technician 2 for LIVE & Stu Orgs
aabystedt@alaska.edu
907.474.5755

Do not solicit the community for donations. The Development Office is in charge of all community outreach and fundraising.
Credit Card

There are a limited number of credit cards available for club use. These cards may be checked out from the Wood Center during regular work hours for staff. Only those on the Account Signers form may use the credit card.

The credit card may not be used to purchase alcohol, tobacco, hotels/lodging, flights, firearms, ammo or weapons. If there are any questions or concerns regarding a possible purchase, contact the Fiscal Technician or Student Organizations Coordinator before any purchase is made.

Gift cards of $25 or less may be purchased with the student orgs credit card with permission of the fiscal tech. Written justification for the purchase is required, as well as the recipient’s contact information and social security number for taxation purposes. Any gift purchases must be discussed with the fiscal tech in advance.

Travel

Contact the fiscal tech early in the process, at least 4 weeks in advance. Many items take time, and have an approval process. Bring all traveler names, registrations, itinerary, hotel and airline info. For info on travel insurance, go to the UAF Risk Management website.

Accounting

Each club is expected to keep track of their funds. Club accounts can be reviewed & audited at any time. Be prepared to justify all purchases.

Donations

Cash and check donations are accepted during regular staff hours. If credit card donations are needed, see fiscal tech. If the donor requests tax credit, contact fiscal tech before accepting, as a different process is required. Do not solicit the community for donations. The Development Office handles all community outreach.

University Student Club Accounts

The student organization accounts are used for deposits, expenditures and all awards from ASUAF, LIVE, or departments.

Your Student Fund and Organization # is: __ __ __ __ __ __ - 41124

The club account can be used on campus for services or purchases and the club account is billed directly. This is not a bank account, cash cannot be withdrawn to make purchases. No recognized UAF student organization may have an off outside/campus bank account.

The Account Signers Form authorizes the officers you elect to access the funds to your organization. Only members listed on this form can access the funds. Not all members will be able to access the funds; Account Signers Only! To update or change the members on the form, a new form must be completed.

ASUAF Funds

These funds are awarded by ASUAF based on proposals submitted by the student orgs, and deposited to the org accounts. These funds do not expire and will roll to the next fiscal year. There must be an active club account to request ASUAF funding.

Anne Williamson is the ASUAF office manager, and you can reach her at 474-7355 or aewilliamson@alaska.edu

Deposits

Deposits are made in the Wood Center with the Fiscal Technician, who is located in the administrative offices at the Wood Center. Please have a total prepared in advance.

Keep the receipt and record it in a financial report. The Fiscal Tech does not make copies of deposits, so please make copies of your checks if a record of the payee is needed.

Purchasing

We do not want students to have to spend money out of pocket, so we have made spending money out of the club account as easy as possible.

Please remember, try to contact us at least 24 hours in advance of any unusual purchase, so we can make sure the fiscal tech gives you the authorization and appropriate method to pay for items!

Options for Purchasing

- Limited Purchase Order (LPO)
- Credit Card
- Online Purchases
- Check Requests/Contracts
- Departmental Charges
- Account Expenditure Request Form

Unallowable Purchases

Alcohol - Tobacco - Firearms

Flights & Hotels (with the Student Orgs card)

For details or clarification regarding this policy, contact the Student Organizations Coordinator.

Departmental Charges

Need to book a room for an event? Does your club want to go bowling at the Wood Center? You can use your student fund and organization number to have charges billed directly to your club account.

Check Requests/Reimbursements

The Account Expenditure Form is used for payment when a check needs to be cut. This form needs to be signed by two authorized signers from the Account Signers Form. If an individual is being paid and requires a contract and a W9, contact the fiscal tech for appropriate forms. Petty Cash Reimbursements for food items, gifts, and decor can no longer be processed. If you need to purchase these items, you must check out a club card to make the purchase.

Reimbursements should be a last resort!