Fundraising 101

All forms are accessible from the folder for your type of group:

Click one:

Clubs/Orgs
Fraternities and Sororities

How to: (See next slide for timelines.)

Step 1: Assuming your Event Registration Form has been filled out, fill out the Fundraising Request Form. This will be automatically submitted to the Center for Student Involvement for review. Student Group Event Registration Form

Step 2: Along with that online form, you will need to email confirmation of acknowledgement from your Treasurer, President, and Advisor to scheduleACC@plattsburgh.edu.

Step 3: Once you have received approval to conduct your fundraiser have fun! Be sure to also get approval for your event/room booking.

Step 4: Remember to submit the Report Form letting us know what your club or organization was able to accomplish! (Fraternity/Sorority Life you have a different paper form)

Timelines:

- Fundraising requests are reviewed Mondays. (Exceptions may apply if the main contact is out of the office unexpectedly.)

- You must submit the fundraising form prior to Monday morning review. (Please do not expect approval for an event the same week as the request was put in. Often times there are questions that arise that need to be taken care of prior to approval. Leave yourself ample time to be reviewed/approved prior to your fundraiser.)

- If you plan to fundraise on a Saturday or Sunday, the form must be submitted no later than the Sunday of the week before, not that same weekend.

- If you do not hear back by that following Monday/Tuesday, please reach out to scheduleACC@plattsburgh.edu .