Fundraiser:
Does your fundraiser directly support or a UAIS team, club, event or department?

NO

Investigate the credibility of the outside organization. Use charitynavigator.org.

Fundraising should NOT occur at school if there is no tie to UAIS. Determine the community need. How will you raise funds?

Brainstorm your fundraising project. Keep track of all supplies/costs & set a fundraising goal.

Contact the local organization to explain your project. If the individual is local, he/she should become your supervisor. If the person is not local, your supervisor should be your advisor.

Propose on managebac and meet with CAS advisor. Discuss: timeline, goal, specific tasks, challenges for success.

Promote and conduct your fundraiser. If necessary, use email, social media, visit and present to the organization.

Conduct the fundraiser. Keep the money in a secure location. Document costs for any personal reimbursement.

Within two weeks of completion, donate the funds and request a receipt for proof of completion to provide your CAS advisor.

Finish reflections. Send supervisor review and close out the project at your next CAS meeting.

YES

Determine the community need. How will you create outside motivation to participate?

Brainstorm your fundraising project. Plan all up-front supplies/costs & set a fundraising goal.

Find a supervisor to guide you on UCS fundraising protocol. Get a signed supervisor form.

Fill out Student Senate application. Complete "Student Fundraising Checklist" form on uaiscas.com. Submit to Mr. Spear. Wait for approval for both.

Propose on managebac and meet with CAS advisor. Discuss: timeline, goal, specific tasks, challenges for success.

Market your fundraiser through email, announcements, visiting classrooms, presenting to your in-school club/organization.

Conduct the fundraiser. Money remains in school and is deposited daily.

Within two weeks of completion, meet with supervisor to request that proceeds reach the recipient. Provide receipts for reimbursement.

Finish reflections. Send supervisor review and close out the project at your next CAS meeting.