

# Defiance College Fundraising Guidelines

These guidelines have been prepared to help your fundraising event be as successful as possible while avoiding duplications or conflicts with other organizations on campus or businesses in the local community.

1. Any fundraising event with Defiance College must be associated with a college department, athletic team or an established student organization.
2. If your organization plans to sell shirts or other apparel, you must first talk with the Swarm Shop manager, because of the college's contract with the company. The manager may be able to help you purchase the items at a reduced rate.
3. A fundraising form outlining the details of the event must be submitted to Sally Bissell in the Office of Institutional Advancement (Defiance Hall 215) for approval prior to the start or the promotion of the event. Please plan early to avoid any delays.
4. Any local businesses your group plans to approach must be included on the fundraising form and should not be approached until your request form has been approved. This is to prevent multiple contacts from the College as well as avoid conflicts with other fundraising events.
5. All fundraising applications require a signature of the individual representing that department on the president's cabinet before being submitted to the Institutional Advancement office. Members of the cabinet include the Vice President of Academic Affairs/Academic Dean, the Vice President of Student Affairs/Dean of Students, the Athletic Director, the Vice President for Finance and Management, the Executive Director of Institutional Advancement, and the Vice President of Enrollment Management.
6. Next steps after fundraising activity:
  - Submit all donations to the Institutional Advancement Office as they are received or on a weekly basis
  - Submit all donor name and addresses, if available
  - Upon receipt of gifts the Institutional Advancement staff will send a thank you note to the donor/gift receipt
  - The gifts will be deposited to your specific account for access

If you have any questions about planning your event or completing the fundraising application, please contact John Trautman at [jtrautman@defiance.edu](mailto:jtrautman@defiance.edu) or 419-783-2463. We wish you SUCCESS!