

GROUP FUNDRAISING GUIDELINES AND PROCEDURES

These guidelines are to be used in conjunction with the guidelines set out by the Kwantlen Polytechnic University Foundation. The guidelines are as follows:

- All money fundraised using Kwantlen Polytechnic University's name for a KPU program must follow these guidelines and go through a KPU account.
- Any group wishing to do fundraising for an international experience must fill out a 'Group Fundraising Application Form'
- Each group must designate a Group Fundraising Leader. Group Fundraising Leaders are responsible for the following:
 - Submitting a complete 'Group Fundraising Application Form'
 - Collecting and keeping accurate records of all monies fundraised.
 - Handing in all monies raised to the KPU Foundation office with a copy of the records of the fundraising to KPU Foundation office and the Office of International Students and Scholars (OISS). Records must include complete contact details for any donors requiring a tax receipt.
 - Submitting a completed Group Fundraising Disbursement Request form to the OISS office at least two weeks prior to trip departure.

When arranging fundraising please note the following:

- All students must individually sign off on the final disbursement of funds on the Group Fundraising Disbursement Request form.
- If an individual donor wants to give money to an individual student, this is not possible through the KPU Foundation office.
- In order to be issued a tax receipt, the donor must give the funds to the group. Specific fundraising rules apply around gaming – please see the KPU Foundation office guidelines.
- Students must also follow the rules outlined by the KPU Foundation office with respect to Do Not Call list.

Ideas to help with fundraising:

- Create letter of introduction that all members of team use - have a consistent message about fund raising goals
- Have standard donation form (KPU Foundation office can provide form – 604.599.2010, foundation@kpu.ca)

The following food/beverage suppliers may be able to assist with your events:

- Sodexo/Tim Hortons
- Coca-Cola
- Ryan Vending
- Grass Roots

Other Fundraising Ideas:

- Car Wash
- Bake Sale
- Run/Walk
- BBQ / Hot dog sale
- Sell a Product
- Garage Sale
- Flower/Plant Sale (tie into special day, i.e. Valentine Day)
- Tag onto another event
- Silent/Live Auction
- team up with a restaurant - invite family & friends, also allow general public to participate
- sell tickets and negotiate a percentage of bar tab
- include auction items that vary in price from \$20 bids and up

Questions?

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