

WesternU Student Fundraising Checklist

† Fundraising efforts should begin on campus; refer to [Fundraising Guidelines \(PPT\)](#) for tips.

- x Consider [Student Government Association](#) and [Alumni Affairs](#) for financial assistance
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If fundraising off -campus:

Develop a fundraising plan and allow yourself plenty of time

- x Amounts and/or items to be requested
- x List of potential donor and collect accurate contact information
- x Timeline for solicitations (how & when contact will be made, acknowledgements) etc.
- x Name of student liaison to interact with the [Offices of University Annual Giving](#) and/or [Student Affairs](#)
- x **Use of WesternU Tax ID#**

Eligible: 1) Professional Guest Speaker Events (attendees food excluded)
