

STUDENT FUNDRAISING IN THE MILITARY

This area has to be talked about because chaplains in each service are guided by different regulations. Common to each service is that those regulations tend to be restrictive and they were not set up to allow student fundraising. In every instance when there is a will and desire chaplains and adults have been able to work together to make student fundraising happen. This has been done without compromising regulations and no ones career was threatened.

The basic premises were that all fundraising had to be approved by the chaplain; "resale" could not occur, the group could not charge for items or services but could accept donations and that all proceeds had to be handled in the same manner as a "designated offering." Money could be given to a student for work they performed but it was a private matter and did not involved the "fund" until the student "contributed" it.

As the youth group leader I had to arrange for parents and chapel staff on the first Wednesday of each month to take up money. Additionally for some events our chaplain allowed a designated adult to receive checks made out to the chapel and then on specific Sunday mornings when all the required personnel were present (assistants and counters) they would bring the checks in to be counted as a separate designed offering.

The following was an actual plan approved by our chaplain in 1996 that allowed students to raise funds for a costly ski trip and then national youth conference in Washington DC.

RE: Youth group FALL/SPRING ___ FUNDRAISING PLAN

1. GENERAL:

The purposes of fundraising for the youth group are threefold; getting parent's involved, community building and providing resources to students. A basic assumption is that events costing less than \$50 will not require fundraising efforts. The two big trips for the upcoming year will be the Colorado Ski Trip 12-16 Feb and the DC/LA Youth conference scheduled 25-29 June (does not include travel plan). The following fundraising plan will be used to assist students in putting together funds for these two events.

Here is a short description of the youth group fundraising plan that was developed at a planning meeting on 22 Sept. Each fundraiser is listed with a brief description, a time frame and an adult/student point of contact. If POC's are not listed that fundraiser may not happen. If you need any additional information contact _____.

As a student please remember you are not doing this solely to "make money" and the people who often use your services are not just paying you. These

adults are actually investing in you to help you participate in some kind of youth event. Community and good will towards each other should result.

2. ALL STUDENTS:

Students (8th grade) and above are eligible to participate in fundraising events. You begin by contacting the student POC who will outline the specific event. If you elect to participate then remember you are responsible for your involvement in the fund raisers you say you will participate in. Here is information and some restrictions about how we do this fundraising program.

- You are expected to do a good job. If people complain about your punctuality or service you will not be allowed to participate in the future. In group events come prepared to work, if you want to just show up for credit please, stay home. If the way the event is designed does not fit your schedule, either find a way to help beforehand (preparation, publicity etc.) or find a different event.
- Personally handle all financial transactions in the most responsible manner possible. Any proceeds you receive from these fund-raising efforts are expected to be used for youth events. (Example it is not appropriate to accept money to go on a youth event and use that money to go out with friends on Friday night)

Some fundraising events will require you to leave a voucher that the adult uses to send money to _____. You may have to call them about a week later to find out if they remembered to send the money.

Each student that participates will have their own account. When you turn in money or money is received it is recorded in your account and then placed in the _____ Fund. Money can never be refunded. When you use the money to go on an event that amount is subtracted from your balance.

Remember if you accept the responsibility to be involved in an event it is also your responsibility to make time for it in your schedule.

3. ADULT AND STUDENT SPONSORS: If you are the adult or student point of contact there are two people who can help you a lot. _____ is good for information and can do a lot of computer stuff etc. and _____ keeps the books and needs to know the specifics about how the event will actually be done. Begin talking and planning with them as soon as possible. **Remember if you agree to lead an event if you aren't planning it no one is doing anything about that event.** Begin planning and coordinating specifics about your fund-raiser as soon as possible. It would probably be good if each one of you got a "partner" in this adventure as well. If you are a senior please recruit an underclassman who might be interested in doing this next year to help out. The task you are undertaking is very important to the whole group. Please execute your fund-raiser in cooperation with the "big picture." Your job is to fill in the final the plan, implement it and then do the required follow-up. The more students involved the more everyone profits. Your specific responsibilities are:

Plan, coordinate, promote, recruit, execute and follow up your plan.

Make sure all money and transactions with money are handled in a responsible way.

Recruit an adult sponsor who is responsible to coordinate with outside agencies and handle money.

Turn in an after-action report on your fund-raiser that includes the who, what, where and when of what you did plus an accounting of all income and expenses.

If you do a good job many people will benefit.

LEAF RAKING TEAMS

TIME FRAME: Oct/Nov

POCS: For this event one student becomes the POC. They can call Bill to arrange for flyers.

DESCRIPTION: Students organize in teams and pass out leaflets in a designated area of _____ prior to 28 Oct-1Nov (Housing Clean up Week). The teams set up a day they can all rake. They pass out brochures and wait for the calls. At the appointed time the team goes out to rake leaves.

MONEY: Pass out vouchers and one person calls to ensure follow up.

BY THE POUND BAKE SALE:

TIME FRAME: Early to Mid December

POC's:

_____ XXX-XXXX
_____ XXX-XXXX
_____ XXX-XXXX

DESCRIPTION: We collect cookies and home baked goods and sell them by the pound at the chapel just prior to Christmas between services.

MONEY:

Handled as a designated offering and distributed as follows;

Organizer(s) 25% percent of the profit

Operators 25% "

Chaperons 50%

FAMILY NIGHT AT THE MOVIES

TIME FRAME: Apr

POC:

DESCRIPTION: The newest Billy Graham film would be shown as a "family event." A donation would be taken at that time to benefit students participating.

MONEY: Coordinating students would evenly distribute the first 50% of the proceeds minus expenses.

DC/LA 97 SPONSORSHIP PROGRAM:

TIME FRAME: February

POC: Bill Springston 651-0270

DESCRIPTION: You solicit donors to assist you in going to DC/LA 97. There will be a fundraising packet available. Make an appointment with Bill ASAP.

MONEY: Students would receive 100% of the money raised from their supporters. More details will be available as the event materials become available.

CAR WASH

TIME FRAME May

Descriptions: Conduct a car wash at a location to be determined. Students will sell tickets starting two weeks ahead of time and take donations at the event. We will also sell donuts and sodas if possible. In order to sell tickets you must participate in the car wash.

POC:

MONEY: Each student will be credited 100% of the money they raise from ticket sales. Donation money taken the day of would be distributed evenly after expenses.

CHRISTIAN GROWTH CONFERENCES

POCS: Mrs. Mary Springston 651-2829

TIME FRAME: Present to May

DESCRIPTION: Students assist in providing a "youth program" to children, ages 6-14, while their parents attend OCF adult program. Call Mary to be placed on her roster.

MONEY: Students receive \$5 per hour credited towards their account.

ODD JOBS

TIME FRAME: Anytime.

DESCRIPTION: You can decide to put money you make from any source in your account at the first club of the month. All you need to do is earn the money and turn it in. When an event comes up just specify you would like to pay for it out of your account money.

POC: You.

MONEY: Turn in the first Wednesday of the month at Clbu. Checks must be made to _____.

RENT A TEEN

TIME FRAME: Present to May

POC:

DESCRIPTION: Students perform miscellaneous tasks for which they have been "rented." We place a poster and run bulletin inserts for this item. The poster, in addition to describing the how of this event, has self addressed envelopes marked either girls or guys on it and inside lists a student(s) point of contact and a letter describing what to do. Adults pick up the envelope, coordinate with the

student and after the service is rendered make a donation toward the students ski trip by sending a check _____

MONEY: The student who coordinates this event will receive a flat fee of \$50. Students who participate will receive 100% percent of the proceeds from the "renter" who makes a donation to their account. Students will not take money directly.

DONUT DONATIONS:

TIME FRAME Present through December (may be extended)

POC:
_____ xxx-xxxx

DESCRIPTION. Each Sunday to purchase some donuts and place by the adult Sunday school coffee urns at the Hospital, St Ignatius fellowship hall and Patch with a can asking for donations. Person in charge will have a sign up poster and line up two people each week to be in charge

MONEY: After the class you collect and count the donations, subtract the amount you used to purchase donuts, and arrange to have the balance delivered to the adult POC ASAP. The students who do the work that week will receive the profits up to the first \$20. The remaining balance would go to the general fund to defray the cost of chaperons.