Fundraising Procedures

Here are some friendly reminders of what needs to be done if your RSO is looking to have any type of fundraising event:

1. When Registered Student Organizations are looking to solicit or sell anything we ask that they submit a Solicitation/Sales Request Form to seek approval from the university. This form can be found on the Resources Page of angelo.edu/organizations.

2. Next, anytime a student organization would like to solicit businesses for sponsorship or financial support of any kind they need to meet with the Development Office. This office oversees private financial support of the university. You can call them at 325.940.2116 or email the list of businesses you would like to contact at development@angelo.edu. Include in your email your fundraising project and significant details like what the funds will go toward and why you have chosen these businesses.
   a. Should you have more questions about the Development Office their website is, https://www.angelo.edu/services/giving/faq.php

Finally, should a business want some sort of documentation of the money they have given your club. You will need to know if your club is a 501c3 which is a tax-exempt nonprofit organization that has an educational purpose. Your advisor may be of aware of this status. Your organization can write their own letter to the business with the following information.

- If you are a 501c3 organization then you can use language like “charitable” and “donation” in your letter.

- If you are not a 501c3 organization then the letter that you can provide any business must read like a receipt not indicating a charitable donation was made. This means that the club is documenting the money given to the club and leaving the responsibility indicating a tax deduction to the business.