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Who

Who is involved:

- o All student clubs on campus
- o DAS office.
- o

- x Provide a project deadline (please allow 35 days for content creation/equipment set up)
- x wait until further instruction from DAS. Or email enterprise.services@napavalley.edu

When

When to fill out forms: Before any fundraising activity. Complete all forms prior to engaging in any fundraising endeavor.

When to start planning: As early as possible, especially for events requiring hardware design work, print media etc... which need a 3 day notice. For raffles DAS requires a 6 week notification to comply with the state of CA gambling laws. Please reach out to a DAS employee for more information on Raffles and Drawings.

Key dates: Try to pinpoint key dates for your club during the start of the semester to maximize planning and execution time on fundraising activities.

Where

Where to find resources:

- o DAS office Room 861, Building 800 for physical items and equipment
- o Office of student life Webpage for fillable fundraising and club forms located under forms and handouts.

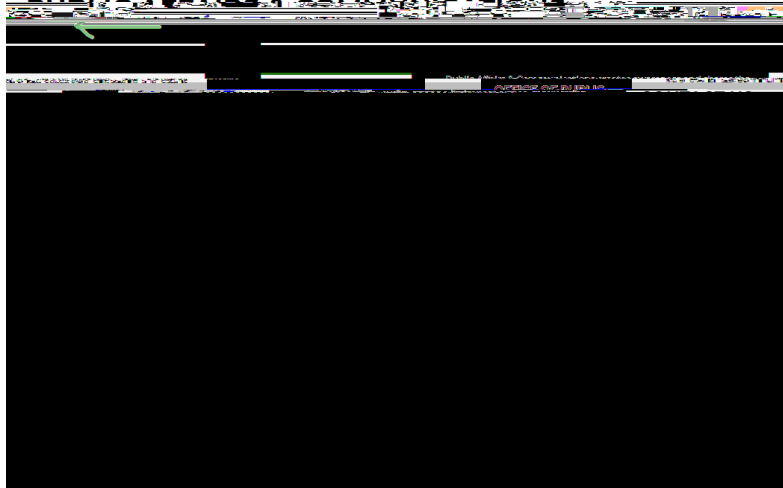
Where to submit forms:

- o When your forms have all the necessary signatures, please submit to the DAS office or to enterprise.services@napavalley.edu

To access professional resources, streamline fundraising efforts, and maximize outreach.

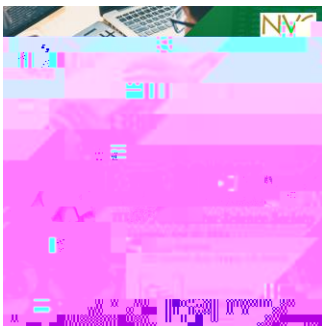
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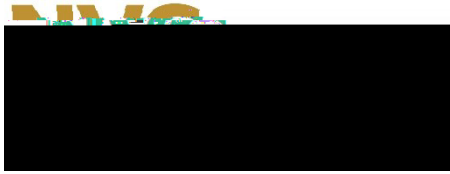
1. Review DAS Fundraising Documents:
 - o Understand the tools and resources available.
 - o Complete the Student Club Fundraising Form with necessary details and signatures and submit to DAS.
2. Plan your fundraiser
 - o Select dates
 - o Determine what tools you will need
- 3.



iii.

- o Utilizing frequent social media posts on club's own social media platforms. If your club has a social media account utilize it! Make sure to always tag the NVC main account!
 - i. Draft a post
 - ii. Share on social media and invite NVC or others to be a collaborator in the tags option in post creation.
- o Designing and distributing flyers or postcards with QR codes for offline promotion on campus. You can request assistance from a DAS staff member for assistance with the creation of print materials if needed. Distribute flyers around campus, the napa community, give to friends and family and more! Be sure to include a QR code to your donation portal!
 - i. For assistance review the following:
 - ii. Submit information pertaining to the event or fundraiser to be included on the flyer. This should include the name of the event, when, where, and why.
 - iii. Be sure to include a logo if you have one.
 - iv. Specify if this is a digital media post or a print media advertisement and include dimensions needed





NVC STUDENT CLUB FUNDRAISING REQUEST FORM

Student Club Name _____

DAS Account Number _____

Club President _____

Club Treasurer _____

Club Advisor Name _____

Advisor Phone Number/Email _____

Name of Fundraising Activity _____

Date(s) of Fundraising Activity _____

Location of Fundraising Activity _____

Please describe your planned activity/event. Include number of students/employees involved, responsibilities of those involved,

Purpose for funds raised through your activity.

Identify from whom you will be soliciting support. (General description of mailing list or audiences).

Will a business or commercial vendor be participating in your event? Yes No

If yes, please describe their role and provide contact information.

FUNDRAISING APPROVAL: (obtain in order)

1. _____ 2. _____ 3. _____
Club Advisor Signature/Date ASNVC Coordinator Signature/date NVC Director of EAS Signature/Date

NOTE: Completed form must be submitted to DAS/Enterprise and Auxiliary Services (EAS) Room 861, 800 Building, at least 14days prior to event or campaign or the proceeds from the event may not be accepted for deposit. Please call 707-256-7113 for questions or to discuss your project.