

Food Fundraising Steps



1. Complete the ELS Fundraiser Request Form :

Access link [here](#). Once you have been granted approval from ELS, you can move on to the next steps.

2. Determine how you want to sell the items.

As a student organization on a Student Activity Fee allocated account, you are required to sell all things through the Tate Business Office. You can either pre-sell items (Advisor would submit a form to set this up) and then have a pickup table the day of the fundraiser, or you can have (2) representatives from Tate Business Office present at the fundraiser accepting cash and credit/debit card payments. Ticket sales people are each \$10/hr and you are required to have two people present. You could also do a combination of both options where you sell in advance and offer on-site sales.

3. Reserve a space through CRETS.

[CRETS](#) will deny all fundraising space requests unless you have already been approved by ELS (see step 1).

Considerations

- **Time:** Setting up an on-campus fundraiser with food items may not be as easy as one might think. There are various steps that need to be taken, and it can be time-consuming and a little complex. We encourage you and your team to consider what is the best use of your team's time and resources.
- **Cost:** There are costs associated with your on-campus fundraising ideas (CRETS space reservation, the items to sell, and the time of the Tate Business Office staff). Budget your costs and determine how much money you need to raise through the fundraiser in order to make it worth it to your organization.
- **20% SAF Food Policy:** 20% of your total programming allocation can be spent on food, and whatever you purchase to sell (if it's food or beverage) must fit into this category (or the funds used to purchase the food could also be generated funds). Also, please remember that all food must be pre-packaged and not prepared by student org members.
- **Other Fundraising Opportunities:** Check with your advisor for other fundraising opportunities. You can also see more ideas for fundraisers [here](#).