RSO Fundraising Event Checklist

Please review this checklist before you plan your next Fundraising Event.

Please plan 6 weeks in advance for large scale fundraising events.

1. **What type of event are you planning?**
   - Bake Sale
   - Candy Gram
   - Wine and Cheese
   - Other: ___________________

2. **How will the money you raise be used?**
   - All money raised will be directly donated to an external charity organization. *No funds will be accepted by your RSO Organization to deposit into MedSHOTS.*
   - President & Treasurer **MUST** meet with Ashley Chism in Accounting to discuss details of fund collection and distribution (i.e. ticket prices, data collection, etc.). Please schedule an appointment with Accounting before you begin planning.

*When collecting money, adhere to the following:*
1. Keep a spreadsheet of everyone who donates. Include:
   - name
   - date
   - mailing address
   - amount
   - method of payment (cash or check)
2. Have two people present when collecting money to verify the amount collected. They should total the amount received on the spreadsheet.
3. If you use your personal funds to purchase event items, you can either get reimbursed through MedSHOTS or from the money collected if that is an option.

3. **Is food going to be served?**
   If yes, a food permit is required for any open-event that is available to nonmembers of an organization (i.e. bake sales, wine and cheese events, etc.). Please submit request 2 weeks in advance. Visit: [https://www.safety.fsu.edu/foodevent.html](https://www.safety.fsu.edu/foodevent.html)

4. **Is alcohol going to be served?**
   If yes, please make sure you complete the [Alcohol Request Memo](https://www.safety.fsu.edu/foodevent.html) on the Calendars & Room Reservations page. Then send the request memo to the Vice President of Student Affairs (ahecht@fsu.edu) in Student Affairs, Attention: Maedea Davis (mdavis2@fsu.edu), or fax 850-644-6297. Give a copy of the signed approved memo to the College of Medicine’s police tech manager or event manager before the event. Alcohol must be served by a licensed and insured 3rd party member.

5. **Submit a room request form online at least 2 weeks in advance.** Parking requests for guests should be completed online 2 weeks prior also. For large scale events, **PLEASE** plan earlier! [https://intranet.med.fsu.edu/sites/general/Rooms/SitePages/Home.aspx](https://intranet.med.fsu.edu/sites/general/Rooms/SitePages/Home.aspx)

6. **Tables and chairs must be ordered 2 weeks prior to your event.**
   You will need to provide the following information to Carla or Heather:
   1. Number of Tables & Chairs
   2. Number of Larger trash cans if needed
   3. The date & time of delivery & pick up
   4. Provide name of contact person & phone number of who will meet facilities the day of the delivery.
   **MUST HAVE 2 People listed as contacts** (1st year & 2nd year members that can be available morning or afternoon).
   *DSAA has 3 tables/10 tablecloths available for RSO groups to borrow. If you borrow DSAA items, you will be responsible for picking them up and returning them to the DSAA suite. You will also be responsible for cleaning tablecloths. Provide layout for set up of tables/chairs to Mr. Tony at the Security Office 2 days before your event.*