

Steps to completing a collection drive or fundraiser on campus:

- Identify a community partner and ask for permission to complete a collection drive/ fundraiser on their behalf.
 - Some ideas might include:
 - Be Concerned: canned goods
 - Bethany House: toiletries/ feminine hygiene products
 - Brighton Center: fundraising
 - Community Matters: personal hygiene items
 - Curesz Foundation: fundraising
 - Emergency Shelter of Northern Kentucky: men's underwear, men's jeans, coffee and coffee creamer, sugar, bleach, gift cards to Kroger/ Remke/ Walmart, men's boots/ tennis shoes
 - Rosemary's Babies: fundraising
 - Refer to the community partner booklet for contact information for community partners: <https://goo.gl/5xTnZL>
- If you are completing a fundraiser, identify a student club or department that can "hold" the funds. When you receive donations, they must be immediately given to the Fiscal Office and deposited into that account.
- Contact Warren Grove to fill out a fundraiser/ donation drive request form.
 - Fill it out and turn it in to Warren. 244-4627 or Warren.Grove@msj.edu.
- Create and distribute promotional materials.
 - Flyers: must be stamped by Student Affairs before they are hung up. Contact Brea Lange at Brea.Lange@msj.edu to get your flyer stamped.
 - Send your flyer to Sierra Henline at Sierra.Henline@msj.edu for her to push it through MountRoar.
 - Ask your faculty members if you can talk about the drive/ the fundraiser at the beginning of your classes.
 - If you create a news post, I (Keith Lanser) can submit it to be published on our website.
 - If you create email content, you can send it to Dr. Mason and she can send it out via a campus-wide email
 - Let Jon Moore know about the campaign at jon.moore@msj.edu; he is our social media person
- If you are completing a collection drive, find bins and place them in approved locations throughout campus.
 - Contact Katrina Kenton at Katrina.kenton@msj.edu to identify locations on campus where you can place your bins
 - Every day collect items from the bins and deposit them in a locked room on campus.
- At the end of the campaign, count the total dollars raised/ the number of donations/ lbs. of donations if relevant, and thank those that donated, perhaps through a campus-wide email.
- Distribute your donations to the community partner.