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- Provide a project deadline

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

Setting Up Click and Pledge Account

- DAS can create a Click & Pledge account for your club. Click and Pledge is an online donation portal that allows clubs to fundraise year-round without having to plan an event. Doners can use a link and donate digitally.
- include as much info as possible here to connect with potential donors and tell a compelling story about your club. Fill out our development assistance form or submit the following to enterprise.services@napavalley.edu
  - Pictures, logo, or club graphics
  - Official name of the club or organization
  - Description of the club
  - Why your club is raising money.
  - Highlights of any recent events held

V. Promoting Click and Pledge Fundraiser

- Once your click and pledge is live you will receive notification from a DAS staff member.
- Note that when your click and pledge is live it is up to you and your club to spread the word and start raising money. You will receive a link, and a QR code to your donation portal. We recommend sharing this information with friends, family, and anyone else you think would be interested in your cause.
- Take it one step further: Become a C&P fundraiser, once your c & P page is live you can request to be a fundraiser for this page, this will allow you to create a profile and brand the fundraiser as your own and encourage your followers and friends to join you.
  - Either create a single profile, or create a team
  - Follow the steps in the profile creation process to finish setting up your personalized fundraising campaign.

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 yesj 0 Tc edTwp[(s Tc-3[6 1.2 3 1 0 Tm-[(W)-2 3(m 5 3(o)1 2 (f)-4 ((a)T.0 0 2 1 c 1 0 m T w 0 (0 2 4 (0 2 J -0 1 T.0 0 2 T 0 0 4 (1 (5) 1 3 3 (0) 1 2