**LEADING BITS TOPICS**

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Communication
- Community Service
- Conflict Management
- Constitution/By-Laws
- Co-Sponsorship with Other Groups
- Delegation
- Difficult Members
- Elections
- Evaluation Series
  - Group Performance
  - Individual Performance
  - Meeting Evaluation
  - Program/Event Evaluation
- Financial Series
  - Budgeting Organization Funds
  - Corporate Sponsorship
  - Fundraising
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

**LEADING BITS**

Tips on Leadership Development
For GROUPS

**QUICK TIPS**

**FUNDRAISING IDEAS**

Here are some of the hundreds of ideas for raising money for your organization. [Note: prior approval from the Vice President for Student Affairs is required before you may sell anything on campus.]

- Talent show
- Flower sale
- Singing telegrams
- Finals care packages
- Car wash
- Garage sale
- Balloon-o-grams
- Marathon—run, walk, jog, bingo, seesaw, miniature golf, Bible reading
- Can, bottle, or newspaper collection
- Merchant donations
- Alumni donations
- Work at concession stands at games
- Guess the beans in a jar
- Banquet
- Reunion for alumni
- Bucket drives
- Plays/concerts
- Haunted house
- Selling ads in program book
- T-shirt sales
- Button sales
- Bumper sticker sales
- Tournament—volleyball, basketball, Ultimate Frisbee
- Auction (date, end-of-year)
- Jail (where popular personnel must be freed by raising money)
- Collect money in cans
- Bake sale

**Financial Series**

- Business planning
- Budgeting
- Taxation
- Financial statements
- Financial management

**Quick Tips - Fundraising Ideas**

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**Printer's Mark**

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The O|SA staff offers programs and consultation in these and other areas of personal and organizational leadership.

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SUCCESSFUL FUNDRAISING

STEP 1: HAVE A PLANNING MEETING
- Discuss the activities your group is planning for the upcoming year
- Estimate the costs of these activities and compare it to current funds available to determine how much additional money will need to be raised
- Develop an event calendar, including all of your deadlines; then determine the best time (usually well in advance) to have a fundraising event
- Appoint a fundraising committee or coordinator

STEP 2: DEVELOP A FUNDRAISING PLAN
- Choose the right fundraiser for your organization by taking into account:
  - The number of members in your group
  - Members’ interests and skills
  - Members’ enthusiasm for the event
  - Members’ time commitments
  - Creative ideas (have a brainstorming session)
  - Other fundraising activities already in progress
  - The best time of year for your fundraising activity
  - Any costs for the fundraiser (advertising, space, food)
  - University rules and regulations (especially regarding dancing and gambling)

STEP 3: PLAN THE FUNDRAISER
- Choose an appropriate date based on the kind of fundraiser you plan to have (taking into consideration weather, academic calendar)
- Reserve your room or location well in advance of the date (if on campus, contact the office of Graduate and Professional Studies)
- Plan your publicity campaign
- Form committees and delegate tasks
- Watch your expenses—you don’t want to lose money on a fundraiser

STEP 4: THE EVENT—Have fun with it!

STEP 5: EVALUATE THE EVENT
- Go through all receipts and deposit any money immediately
- Pay any bills accrued
- Thank all members and sponsors who contributed to the event
- Discuss the logistics of the event
  - Was it successful?
  - What could have been done differently?
  - What are your recommendations for the next event?
  - Could this be an on-going or annual event?
- Begin to plan for next year!