

# FUNDRAISING OPPORTUNITIES For Recognized Clubs and Organizations

**\*\*Please note that all JMU rules and regulations set forth in the Student Handbook apply to Clubs and Organizations as well. To refer to this document go to:  
<http://www.jmu.edu/judicial/handbook.shtml>**

## Concessions

Recognized organizations can raise money by working the concession stands at JMU Football and Basketball games.

Non-profit organizations can raise money by working at the concession stands during JMU Football and Basketball games and other events.

Contact person:  
Samantha Wenger  
540.568.3649  
[wengersn@jmu.edu](mailto:wengersn@jmu.edu) or [wenger-samantha@aramark.com](mailto:wenger-samantha@aramark.com)

How to sign-up: Pick up a group application from Madison Grill or email: [jmuconcessions@jmu.edu](mailto:jmuconcessions@jmu.edu) for an electronic copy.

Volunteers needed:  
5 or more for any event

Money Raised:  
10% commission of sales (\$50 per person guarantee)

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## Food Sales

Recognized organizations raise money by selling exam kits, donuts, etc.  
**ALL FOOD SALES MUST BE APPROVED BY DINING SERVICES PRIOR TO EVENT.**

*Contact Persons:*  
Angie Thompson  
540-568-5150  
[Thomp4am@jmu.edu](mailto:Thomp4am@jmu.edu)  
Gibbons Hall, Entrance 7

*How to sign up:*  
Obtain the JMU Approval Form from the Event Management website, <http://info.jmu.edu/eventmanagement/>.  
Determine the items to be sold. Approval must be obtained from Angie Thompson and the Building Coordinator.

*Volunteers needed:* enough to sell items

*Money raised:* varies

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## **Vendor Sales**

### Process For Securing Vendor Space

There are a limited number of venues designated for vendor sales. The authorized Nuts & Bolts representative must schedule space using the VirtualEMS scheduling software. Once the space has been scheduled, a confirmation will be mailed to the Nuts & Bolts representative. The JMU Event Approval Form must be completed and signed by the Nuts & Bolts representative. Additional approval signatures may be needed depending upon the type of sale. All completed paperwork is due to Madison Union Scheduling two weeks before the sales date.

### Approved Vendor Information

All vendors must be approved before they are allowed to sell on campus. If you are aware of a new vendor who is interested in selling merchandise on campus, contact the Events Management for information regarding the approval process. Once space has been secured, you should contact a vendor listed on the Approved Vendor List. This list is available in the Events Management office and on the following websites, <http://info.jmu.edu/eventmanagement/> under Policies, Vendor Policy. Approved vendors are required to give organizations at least 10% of total sales. Organizations may negotiate to increase the percentage.

### Organizations Acting as the Vendor

The authorized Nuts & Bolts representative must schedule space using the VirtualEMS scheduling software. Organizations acting as their own vendor are permitted to sell items in other buildings on campus, in addition to designated vendor space. Approval from the appropriate building coordinator (See JMU Telephone Directory) is required. The JMU Event Approval form must be completed with the signatures listed above, along with the appropriate building coordinator's signature.

## **Merchandise (using JMU Logo) Sales**

The authorized Nuts & Bolts representative must schedule space using the VirtualEMS scheduling software. The JMU Event Approval Form must be completed and signed by the Nuts & Bolts representative and approved. The Merchandise Approval Form must also be completed and approved by Student Activities & Involvement. Building Coordinator approval is necessary if the space is not a designated vendor space. If the JMU logo is used on any merchandise, additional approval is required by the JMU Foundation (1320 S. Main Street, 568-3183, <http://www.jmu.edu/foundation>). Any materials being made with the JMU Logo must be made by a licensed provider. For more information on licensed providers go to <http://www.jmu.edu/foundation> and click on "Foundation Policies," and "Use of JMU Trademarks, Logos, Seals, Indicia and Mascot."

## **Food Sales**

The authorized Nuts & Bolts representative must schedule space using the VirtualEMS scheduling software. The JMU Event Approval Form must be completed and signed by the Nuts & Bolts representative, approved and signed by a representative of Dining Services (JMAC 6, Suite 22). Building Coordinator approval is necessary if the space is not a designated vendor space.

## **Events**

Organizations may sponsor an event, dance, program, speaker, etc. and charge an admission fee. The authorized Nuts & Bolts representative must schedule space using the VirtualEMS scheduling software. Once the space has been scheduled, a confirmation and JMU Event Approval Form will be mailed to the organization. The JMU Approval Form must be completed and signed by the Nuts & Bolts representative and the Coordinator of Organization Development. Additional approval signatures may be needed depending upon the type of event. All completed paperwork is due two weeks before the event date.

Airbrushing  
Art Show  
Auction (items, opportunities)  
Bake Sale  
Balloons  
Battle of the Bands  
Benefit Concert  
Bike-a-thon  
Bowl-a-thon  
Calendars  
Candy Sale  
Car Wash  
Care packages (holidays, birthdays, exam week)  
Carnival  
Clothing Recycling  
Collaborate with other organizations  
Concessions at Sporting Events  
Cookbooks  
Cookie Dough Sales  
Coupon books  
Craft Sales  
Dance Lessons  
Dance-a-thon  
Delivery Service (ie poems on Valentine's Day)  
Discount Cards  
Dog Tags  
Dog Walking  
Donation Jars  
Doughnut and Hot Chocolate Sales  
Drive-in Movie Theatre  
Dunking Booths  
Entertainment Cards  
Etiquette Dinner  
Exam Survival Kits  
Flea Market  
Flower Sale  
Food Baskets  
Garage Sale  
Gift-Wrapping  
Golf Tournament  
Hike-a-thon  
Karaoke Competition

Laundry Service  
Lip Sync Contest  
Little Tot Carnival  
Luau  
Miniature Golf with Sponsored Holes  
Only ask a Dollar (Dollar Donations)  
Open Mic Event  
Pancake Breakfast  
Paper Airplane Contest  
Penny Jar Wars (Dollars and silver coins deduct points)  
Performers  
Picture Frames  
Pictures (photographer or polaroid)  
Pictures with – people in rented suits or cardboard cut outs  
Pizza Kit Sales  
Poetry Reading  
Pool Tournaments  
Rock-a-thon (rocking chairs)  
Roster mug  
Sand art  
Seeds (plan gardens, etc.)  
Shave your head  
Shoveling Snow  
Silent Auction  
Singing Gram  
Spaghetti Dinner  
Speakers  
Sports Tournaments  
Talent Show  
Tarot Card Reader  
Tattoo Art (Fake)  
T-Shirts  
Twister Tournament  
Valentine's Day Candy Grams  
Walk-a-thon