



Student Organization Service Projects and Drives Planning Pro Tips

Whenever possible, partner with organizations doing the work rather than starting something new

Adding your organization's capacity to an existing project, whether that's through volunteering or collecting the food they need, multiplies your impact. Organizations who have been doing the same project for years might have connections, materials, relationships, and systems in place that allow them to do more good with what they have. Starting a new project - without knowing what's already happening - might subtract from another organization's work. If you want to start something new, keep in mind the long-term sustainability of the project.

For example, around the holidays Laramie Interfaith takes the lead on collecting and sharing holiday food through boxes folks can request from the organization. They have connections to acquire, store, sort, and distribute holiday-specific food items around this time.

Start by asking what's needed

Before you start planning a project, contact the organization you're working with to see what they need! For donations and drives, many organizations have lists of high-need items on their website or they can tell you what they need if you reach out. If you want to donate something other than what they've expressed they need, reach out to ask if they can receive it before you collect or make it.

For volunteer groups, allow ample time (at least four weeks) for communication and follow-up. Know the size of your volunteer group, and be open to splitting up your group if needed. Be open to hearing "no" if an organization doesn't have a project for your group. Keep communicating with the organization if your plans change along the way!

UW Regulation 11-4 requires Student Organizations to register activities and events that are open to the University community or utilize University facilities and services.

Even if your volunteer event is required for your members, make sure volunteers know the “why” behind their volunteer work.

Reach out to the SLCE Office if you’re looking for recommendations for group volunteer opportunities! Keep an eye out for big events where organizations might need a lot of volunteers (e.g. fundraisers, drives, carnivals, holiday meals, etc.)

Fundraisers

Sometimes the best thing to give is funding! Organizing tournaments, fun runs, bake sales, or other fundraisers can be a great way to give back, but make sure your organization follows [Student Organization policies](#) and the policies of whichever space you use.

If you are planning any kind of online fundraising, schedule a meeting with the Student Organizations Coordinator a few weeks in advance of your planned fundraiser to allow time to make arrangements with the UW Foundation, if needed. If you will be accepting cash and checks, the Student Organizations Office has a receipt book and cash bag available for you to reserve for tracking and safekeeping of the funds. These resources are especially important for holding your organization accountable for funds, and making sure nothing gets lost when there are several members of your organization involved. The key to successful fundraising efforts is reaching out early!

[Wyoming Union policies](#) allow Student Organizations to host bake sale fundraisers in the Breezeway. If you host a bake sale in the Union make sure you follow the full policy, including reserving space, registering your event ahead of time, only serving homemade individually packaging food, listing all ingredients (either on the packaging or at the table), and clearly presenting the name of your organization on your table.

According to the Wyoming Union Policy, “Student organizations may be allowed space for fund raising activities if the majority of the generated net profit benefits the organization, and compliance with all University of Wyoming policies is maintained” (Art.II.6.B.6).

Registering your Student Organization’s event on Cowbell is required, but it can also be a helpful checkpoint with the Student Organizations Support Team. Student Organizations can use the Poster Run, and can reserve space on digital boards, sandwich boards, display cases, and tabletop tents. Contact the CSIL Marketing Office for more information.

When in doubt, reach out to the Student Organizations Coordinator!

Questions?

<p>SLCE Office (Union 033) slce@uwyo.edu (307)766-3117 uwyo.edu/slce</p>	<p>Student Organizations Coordinator (Union 012) StuOrgs@uwyo.edu (307)766-6340 uwyo.edu/csil/student-orgs</p>	<p>CSIL Marketing (Union 011) csilmktg@uwyo.edu (307)766-3727</p>
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