



Here's some important fundraising procedures to keep in mind.

1. Raffles are licensed by the Oregon Department of Justice and the Foundation holds the Class A license for WOU. The Foundation must approve all raffles before any raffle is planned or advertised. There's lots of paperwork that must be completed and rules to follow before/during/after a raffle. **Contact Cara Groshong** at groshonc@wou.edu for approval and more information.
2. **No personal bank account or cash receiving app can be used to accept any fundraising money.** The foundation provides an option as a service to help campus groups accept payments at events or online, and that is the only card reader service that is allowed. The money goes directly into a foundation bank account and is credited to the foundation account who does the fundraising.
3. For any online event registration, as a service to campus we also provide an online page that allows event participants to register and make payments.
4. We want to make sure that all fundraising groups are aware of these services and help you become comfortable using them. We will meet with groups accepting money so that they know how to deposit money into their foundation account correctly. There are important legal distinctions between gifts and non-gift fundraising dollars, and it's important to know beforehand how to keep them separate.
5. If a group needs to request advance cash before their event, that must be done at least two weeks in advance, so we want to talk with them and make sure they know which forms to complete and how to submit them for the fastest processing time.
6. It's very important to make sure that our university and foundation fundraising activities are not overlapping on Giving Day, unless they are a featured part of Giving Day.

Gretchen Olufson is our Foundation Finance Manager and can help with all things money and accessing foundation accounts. She's who student groups need to talk to ahead of time to set up any payment pages, [reserve card readers](#), [make deposits](#), [pay vendors or request reimbursements](#). Contact Gretchen at olufsong@wou.edu.

Dave Beasley is our Annual Giving Development Officer and works with all campus fundraising groups. He also manages Giving Day, so it's very important to make sure that everyone coordinates their fundraising efforts around Giving Day with Dave! Contact Dave at beasleyd@wou.edu.

General Foundation Resources:

[WITHDRAWAL PROCEDURES AND FORMS](#)

[DEPOSIT PROCEDURES AND FORMS](#)

[ALL CAMPUS FORMS](#)