



### **Fundraising\*/Event Planning Procedures**

1. Each MMG member organization (PRSSA/AAF; SCJ; TV-Marywood; VMFM; The Wood Word) must **submit a SEMESTER EVENT PLAN form** to MMG Board no later than three weeks after start of each new semester.
2. For each new fundraiser/event, select (start) date of fundraiser/event. Date must be at least six weeks in the future.
3. **Submit fundraising/event proposal for every planned fundraiser/event** to MMG Board at least six weeks prior to proposed event. Fundraisers/events that do not meet this deadline will not be approved.
4. **Submit all promotional tools** (posters, social media graphics, Facebook events, etc.) to MMG Board for review no later than four weeks prior to proposed event. No promotional materials may be distributed without MMG Board approval. If the MMG Board requests changes to any promotional materials, those must be made and materials resubmitted within three business days for re-approval.
5. **Begin promotion of fundraiser/event no later than TWO WEEKS prior to event.** Events not properly marketed are less likely to succeed.
6. Upon completion of the fundraiser/event, **submit final Fundraiser/Event Report form** to the MMG Board no later than ONE WEEK after the fundraiser/event. Groups that fail to complete the Fundraiser/Event Report may not be approved for future fundraisers/events.
7. Failure to comply with any phases of these procedures will result in loss of privileges, which may include not being granted requested funding from MMG or the department for things like equipment or travel expenses or not having future events approved by the board.

**\*Each MMG Organization MUST participate in one MMG-sponsored fundraiser per academic year.**