Fundraising Agreement

The following agreement outlines the requirements for use of Student Charge, Credit Card (visa, master card and discover) and/or Bookstore Gift Card transactions through participation in the Gettysburg College Bookstore Fundraising Program.

Partnership Opportunities

1. Gettysburg College Bookstore offers Fundraising Organizations two partnership opportunities Organizational CUB Sales (OCS) and Bookstore Inside Sales (BIS):
   a. Organizational CUB Sales (OCS)
      i. Must be a Gettysburg College recognized Organization in good standing.
      ii. Organization partners with Bookstore to develop item(s) for sale.
      iii. Bookstore procures and sells items to Organizational partner at a reduced price for resale fundraising in CUB venue.
         1. Items not directly available through Bookstore (i.e. certain food stuffs, tickets, musical performances, entry fees, etc.) will be exempt from bookstore procurement.
         2. Items exempt from Bookstore procurement are also exempt from Bookstore commission fee (see commission).
      iv. Organization retains ownership of procured items during fundraising event.
      v. Organization is responsible for supplying staff to sell item(s) in designated CUB venue.
      vi. Organization utilizes approved CUB venue for fundraising on pre-approved designated dates from 11:00am – 1:00pm (Monday through Friday).
      vii. Bookstore provides organization with Event Sales Slip(s) to record fundraiser sales through Bookstore’s POS register system.
      viii. Bookstore records, maintains, reconciles and reports fundraiser sales processed through Bookstore POS register system.
      ix. Bookstore distributes funds raised to Organization.
         1. If organization has incurred pre-fundraising expenses through the Bookstore, expenses will be deducted from funds raised PRIOR to distribution of funds.
         2. Funds are distributed via GL Transfer or Check request, depending on fundraising parameters (see fund distribution)
   b. Bookstore Inside Sales (BIS)
      i. Must be a Gettysburg College recognized Organization in good standing.
      ii. Organization partners with Bookstore to develop item(s) for sale.
      iii. Bookstore procures and sells items to Organizational partner at a reduced rate for resale fundraising inside bookstore.
         1. Items not directly available through Bookstore vendors (i.e. certain food stuffs, tickets, musical performances, entry fees, etc.) will be exempt from Bookstore procurement and Inside Sales option.
      iv. Organization retains ownership of procured items during fundraising event.
      v. Bookstore provides designated selling space inside Bookstore to sell procured fundraising items during designated date range.
         1. Bookstore offers item(s) for sale 8:00am – 5:00pm (Monday through Friday) and at least 11:00am – 4:00pm (Saturday).
      vi. Bookstore agrees to advertise item(s) on Bookstore’s external video monitor during the course of the fundraising selling period.
vii. Bookstore records, maintains, reconciles and reports fundraiser sales processed through Bookstore POS register system.

viii. Bookstore distributes funds raised to Organization.
   1. If Organization has incurred any pre-fundraising expenses through Bookstore, expenses will be deducted from funds raised PRIOR to distribution of funds.
   2. Bookstore deducts 10% commission from funds raised for Bookstore maintained inside sales.
   3. Funds are distributed via GL Transfer or Check request, depending on fundraising parameters (see fund distribution)

Fundraising Categories
2. Gettysburg College Bookstore supports partnership of the following Fundraising categories:
   a. Sale of food item (i.e. pretzel gram, bake sale)
   b. Sale of clothing or item (i.e. t-shirt, sunglasses, blanket)
   c. Sale of ticket or event entry (i.e. NYC Bus trip, Oceanfest)
   d. Sale of a combo (i.e. event entry & t-shirt)
   e. Sale of participant fee (i.e. Chili Cook-off contestant, Cupcake Wars)
   f. Sale of service event (i.e. singing telegram)

Food & Performance Events
3. The Gettysburg College Bookstore provides Organizations fundraising opportunities through the sale of food and limited performance events:
   a. Food and/or Limited Performance event
      i. Sale of homemade food stuff, performance ticket or music-gram
      ii. All funds collected go to Organization’s charity (see fund distribution)
      iii. Items sold in approved CUB venue during pre-approved designated dates from 11:00am – 1:00pm (Monday through Friday)

Donations
4. Collection of monetary donations is not permitted during fundraising events.
   a. A tangible item must be sold (i.e. ticket, t-shirt, etc.)

Organization Designation
5. Gettysburg College Bookstore supports partnership of the following Organization designations:
   a. Gettysburg College Organization
      i. Recognized organization in good standings
      ii. Monies collected remain on campus
   b. Charitable Organization/501(c)3
      i. Nationally or locally recognized Organization in good standings
      ii. Monies collected leave campus

Fundraising Product Solutions
6. Gettysburg College Bookstore provides Organizations with solutions for fundraising items
   a. Product Quote – high quality, comparable product
      i. Upon completion of Product Quote form, organization will receive written quote within two (2) business days
   b. Price Match – meet or beat competitor’s price quote
   c. Free Shipping – no freight cost
   d. Extended selling period
      i. up to five (5) days (dependent on availability)
ii. up to two (2) events per semester (dependent on availability)
e. Storage of surplus fundraising product during length of sale
   i. Dependent on space availability
   ii. Must be authorized in advance

Outside Vendor Partnerships
7. Fundraising Organizations that partner with outside vendors (i.e. t-shirt printers, promotional companies, etc.) will be responsible for collecting fundraising monies on their own.
   a. Bookstore processing is not available (i.e. no Bookstore Student Charge, credit cards, etc.)

Bookstore Terms
8. Gettysburg College Bookstore requires the following terms for fundraising:
   a. Access to the Bookstore main entrance may not be blocked or encumbered.
   b. The Bookstore is not responsible for items damaged, lost or stolen during fundraising event.
   c. Defective or damaged product sold during a fundraising event is the responsibility of the Fundraising Organization. Organization is expected to provide customer with a replacement or full refund for item in question.
   d. The Bookstore reserves the right to cancel any and all Fundraising Organization agreements up to and including event date without prior notice, for any reason.

Event Purchase Processing
9. All purchases (cash, check, credit card and student charge) are to be processed through the Gettysburg College Bookstore POS register system to ensure sales are properly recorded and commissions are properly received. NO EXCEPTIONS.
   a. Bookstore will provide Fundraising Organization with Event Sales Slips.
   b. Organization will record the total dollar amount of the item(s) to be purchased on the appropriate Event Sales Slip.
   c. Organization may not alter to otherwise change the Event Sales Slip.
   d. Organization will send customer into the Bookstore to purchase merchandise with Event Sales Slip(s).
   e. Bookstore will process Event Sales Slip(s) and provide customer with a POS Sales Receipt (reflecting amount of the purchase as well as vendor information).
   f. Customer returns to Organization with POS Sales Receipt to complete purchase.
   g. Organization reviews and verifies POS Sales Receipt for accuracy before providing customer with merchandise.
   h. Customer retains POS Sales Receipt along with merchandise
   i. Errors must be immediately reported to Bookstore staff.

Fund Distribution
10. At the conclusion of the predetermined sales event, the Bookstore will process a sales report.
   a. If applicable, a commission fee will be deducted from the Organization’s total gross sales (see Bookstore Inside Sales)
   b. A check request will submitted to the Office of Financial Services for the balance of the sales.
   c. Check requests average two-to-three weeks for processing. Please plan accordingly.

Questions
11. Questions regarding the Gettysburg College Bookstore Fundraising Agreement, please contact Tammy Strawsburg, GM Coordinator at tstrawsb@gettysburg.edu or 717-337-6239.
I have read and understand the terms of the Gettysburg College Bookstore Fundraising Agreement. I am authorized to represent the Gettysburg College Organization interested in participating in a Fundraising Program through the Gettysburg College Bookstore. I understand that the Organization that I represent must be in good standings with Gettysburg College. I further understand it is my responsibility to share the Gettysburg College Bookstore Fundraising Program Agreement with my Organizational President or Fundraising Chair. I understand approval is required from the Bookstore Director and is in no way implied or guaranteed.

__________________________________________  ____________________________  ____________________________
Organization Rep Signature                Organization Rep (print)                Date

__________________________________________  ____________________________  ____________________________
Bookstore Rep Signature                    Bookstore Rep (print)                 Date
Fundraising Organization Information

Please complete the Fundraising Organization Information form below and return, along with signed Fundraising Agreement and Funds Distribution Information. Information may be emailed or faxed to:

Email Address: 
Tammy Strawsburg, GM Coordinator
tstrawsb@gettysburg.edu

Bookstore Fax:
Tammy Strawsburg, GM Coordinator
717-337-6378

Organization: ____________________________________________

Campus Box: _____ GL account code: ____________

Name of person completing form________________________________________

Position in Organization: __________________________________________

Campus Email: ____________________________@gettysburg.edu

Cell Phone: ____________________________

Organizational President or Fundraising Chair: __________________________

Advisor Name: ____________________________

Advisor Email: ____________________________@gettysburg.edu

Type of Fundraiser (please check one):
○ Sale of food item (i.e. pretzel gram, bake sale, etc.)
○ Sale of clothing item (i.e. t-shirt, sunglasses, blanket, etc.)
○ Sale of ticket or event entry (i.e. NYT Bus Trip, Oceanfest, etc.)
○ Sale of a combo (i.e. event entry & t-shirt)
○ Participation fee (i.e. Contestant for Chili Cook-off, Cupcake Wars, etc.)
○ Sale of service event (i.e. singing telegram, etc.)

Fundraising Price(s):
Description: ____________________________ $______ | ______ (NM)

Description: ____________________________ $______ | ______ (NM)

Description: ____________________________ $______ | ______ (NM)

Description: ____________________________ $______ | ______ (NM)

Requested Fundraising Date(s):
Start Date: ___________ (day) ____/____/____ (date) [_______]

End Date: ___________ (day) ____/____/____ (date) [_______]

store use only
Funds Distribution Information

_________________________________________ Organization at Gettysburg College

is requesting to fundraise for the following Organization (please check one):

◊ Gettysburg College Organization* : _________________________________________ (please print)
*monies collected remain on campus

○ Check Request  
or  ○ Transfer to GL account

Campus Box: ______ GL account code: ______ ______ ______ ______ ______ ______

◊ Charitable 501(c)3 Organization#: _________________________________________(please print)
#monies collected leave campus

○ Check Request

Contact name __________________________________________

Address: __________________________________________

City: __________________________________________

State: __________________ Zip code: __________

◊ Our Organization has incurred **pre-fundraising expenses (PFE)** through the Gettysburg College Bookstore. These expenses must be removed from the fundraising monies collected PRIOR to distribution of monies. Our Organization has provided a valid, unpaid invoice to demonstrate pre-fundraising expenses. We fully understand, until a valid, unpaid invoice has been submitted and verified, the fundraising process will not proceed. Our Organization further understands that Gettysburg College will pay the vendor directly and that our Organization will not directly receive any form of compensation for the pre-fundraising expense.

Pre-Fundraising Expense (PFE):

Vendor: __________________________________________

Contact Name: __________________________________________

Address: __________________________________________

City: __________________________________________

State: __________ Zip code: __________

Invoice Date: ___/___/____    Invoice Amount:$_______

Invoice Received: ___/___/____  [_______] store use only

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