Deposits and Fundraisers

Fundraising Ideas

- Letter-writing campaign
- Restaurant proceeds
- Canning outside large Pittsburgh events
- Bake sales
- T-shirt sales
- Buttons, stickers, etc sales
- Fashion or talent show
- Hosting a tournament or competition
- Hosting a 5k or walk
- Hosting a ticketed dinner or program

Grants

- If you are hosting a program, you may be eligible for mini-grants:
  - OCC Mini-Grant through Student Affairs
  - Late Night Mini-Grant through Student Health
  - SCEC Grant through PittServes
  - Honors College Grant

Carry-Forwards

- What are these?
  - The first deposit in every re-registering club’s Private Funds account will always be the carry-forward.
  - This is the remainder of un-spent Private Funds from the last fiscal year.
  - The amount comes from balancing your club’s budget and finding the remaining total after all transactions and deposits have been processed.
  - Note: Unspent Allocations do not carry over from one fiscal year to the next.

- Why does this exist?
  - At the end of every fiscal year, all individual transactions are cleared from your club’s accounts.
  - This allows groups to start fresh every year and makes their accounts easier to read.

- NOTE: Carry-forwards can be negative balances.
  - If your club overdrew your account during the past fiscal year, these debts will not be erased.
  - Your club will need to make deposits to clear the account before any financial transactions can occur - otherwise your account will be frozen.
**SOJC Quick Pick**

**Deposits and Fundraisers**

**How-To Deposit**

- **Cash or Check**- Checks made payable to “University of Pittsburgh”
- **Interdepartmental Transfer**- When receiving funds from another Pitt department (work with SORC Business Manager)
- **Online Donations**- Use Pitt’s site GiveTo.Pitt.Edu
- **Panther Fund Reader**- Reserved through Panther Central
- **EngagePitt**- Crowdfund through Pitt’s Office of Institutional Advancement

**Private Funds vs. Allocations**

- SORC distinguishes between two types of funds in your account: Private Funds and Allocations.
- Allocations are awarded by SGB and must be used for the specific purpose that the club requested.
- Private Funds are anything else that the club brings in on its own. These are typically generated from:
  - Dues
  - Fundraising proceeds
  - Donations
  - Department support
- Private Funds can be used for anything related to the mission and operation of the club.
- If any Allocated budget is overdrawn, then the deficit will be covered using the club’s Private Funds.

**Notes**

- Allocations will automatically be deposited into the group account once SORC is notified of the award amount.
- Groups cannot use external crowdfunding platforms or conduct any fundraiser that requires a bank account/routing number.
- Some fundraisers require a Taxpayer ID- your group will use the University’s number.