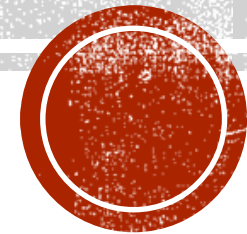


# RIE / FUNDRAISING TRAINING

Every person must complete this training and get a 100% on the quiz to be able to complete the RIE/Fundraising process.

Contact Club Sports Admin, [sclubs@uark.edu](mailto:sclubs@uark.edu), if you have any questions!



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**RIE vs. Fundraising**



**RIE/Fundraising Process**



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# RIE VS. FUNDRAISING

## RIE (Revenue Income Event)

- Any event where the club sells something in order to raise funds for the club.
- Money is deposited into the club's agency account. (Same as dues)

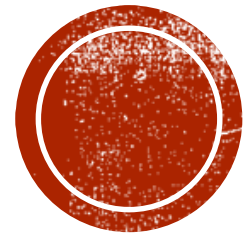
Examples of RIEs

	Selling Club t-shirts/apparel
	Charging admission for home events
	Collecting entry fees for tournaments
	Selling dinner at home events

## Fundraising

- Any event that where the clubs are given donations or gifts without the expectations of goods or services in return.
- Example: Percentage nights at a restaurant, alumni donations
- Money is deposited into the club's gift/donation account





# RIE / FUNDRAISING PROCESS



# COMPLETE THE RIE/FUNDRAISING FORM

- Complete this [form](#) 5 business days before the event/fundraiser takes place.
- 1st page: Indicate what type of event
- 2nd page: Club and personal information: The person submitting the form will be the only person who can pick up materials and attend the meetings. They also must be present at the event, if applicable.
- 2nd page: Event information: Complete all information
  - If you need a cash box, check YES for the till fund question. Include in the event description is you need specific denominations of money (Example: 10- \$1, 5-\$5)
- Click 'Yes, I understand', then Next, and Submit

\* By clicking on YES, you are acknowledging that you've read and understood compliance with all fundraising policies and procedures of University Recreation and the Club Sports Program.

- Yes, I understand
- No, I do not understand

NEXT

## Revenue Income Event/Fundraiser Request - Club Sports

### Event Information

\* Club

\* Event name/title

\* Event date/s  
Event time/s  
Event location

\* Event description/other information

\* Name of Officer completing form  
Email Address  
Phone #

\* Will food be served/sold?

- Yes
- No

\* Will alcohol be served?

- Yes
- No

\* Will a cashbox be needed on-site to collect money?

- Yes
- No

\* Will a till fund (money needed on-site to make change) be needed?  
*A till fund can't exceed \$50 unless special permission is granted.*

- Yes
- No

\* Estimated expense to put on this event

\* Estimated income from this event





This meeting should take place the last business day prior to the event.

- At this meeting you will...
  - Receive the cash box
  - Receive writable receipt books and learn how to write receipts
  - Review the [Fayetteville Cash Handling Policies and Procedures](#)
  - Till Fund (if needed)

# DURING THE EVENT

- Receipts need to be given to every person who purchases an item.
- Keep track of items sold
- \*\* You and another member of your club should count the money before returning it to make sure that the amount matches your records.
- **IMMEDIATELY** following the event, the Cash Box Total Funds Sheet needs to be completed.





This meeting should take place the **next business day after the event.**

- You need to make sure that you have record of:
  - All items sold and items that remain
  - Receipts
  - Till fund and additional cash
- At this meeting, you, our accountant, and a member of the Club Sport Admin team will complete the Reconciliation worksheet and review all totals.



# RECEIVING CHECKS

For an RIE:

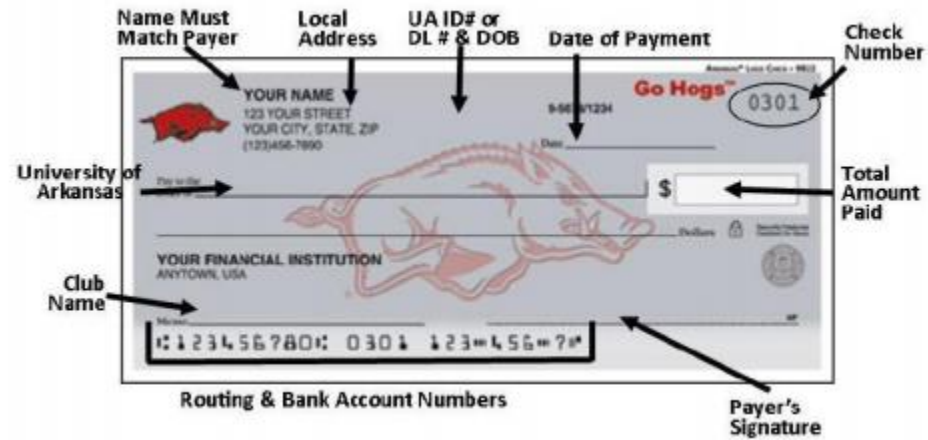


Diagram illustrating the fields for a check received for a Recreational Interest Entry (RIE). The check is from "Go Hogs" and is payable to "University of Arkansas".

- Name Must Match Payer:** YOUR NAME
- Local Address:** 123 YOUR STREET, YOUR CITY, STATE, ZIP (123456-7890)
- UA ID# or DL # & DOB:** 9-04-11234
- Date of Payment:** 9-04-11234
- Check Number:** 0301
- Pay to the order of:** University of Arkansas
- Total Amount Paid:** \$
- YOUR FINANCIAL INSTITUTION:** ANYTOWN, USA
- Club Name:** (indicated by an arrow pointing to the routing and account numbers)
- Routing & Bank Account Numbers:** @ 123456780 @ 030 @ 12345678
- Payer's Signature:** (indicated by an arrow pointing to the signature line)

For a Donation/Fundraiser:

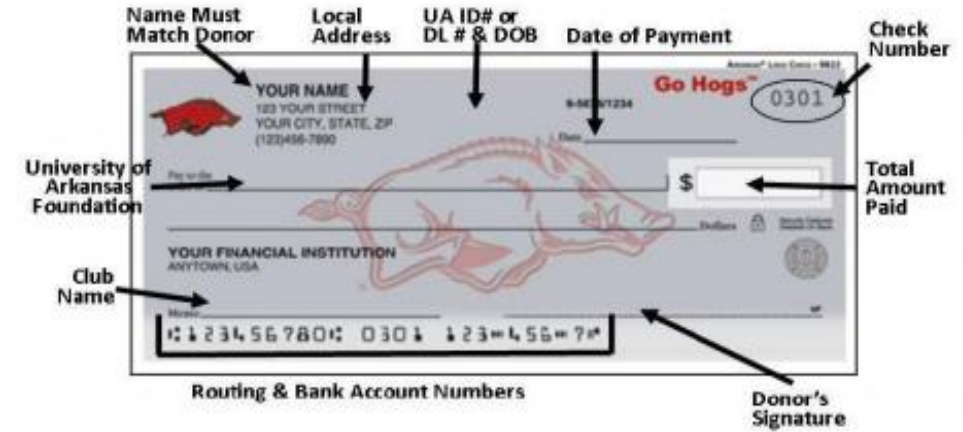


Diagram illustrating the fields for a check received for a Donation/Fundraiser. The check is from "Go Hogs" and is payable to "University of Arkansas Foundation".

- Name Must Match Donor:** YOUR NAME
- Local Address:** 123 YOUR STREET, YOUR CITY, STATE, ZIP (123456-7890)
- UA ID# or DL # & DOB:** 9-04-11234
- Date of Payment:** 9-04-11234
- Check Number:** 0301
- Pay to the order of:** University of Arkansas Foundation
- Total Amount Paid:** \$
- YOUR FINANCIAL INSTITUTION:** ANYTOWN, USA
- Club Name:** (indicated by an arrow pointing to the routing and account numbers)
- Routing & Bank Account Numbers:** @ 123456780 @ 030 @ 12345678
- Donor's Signature:** (indicated by an arrow pointing to the signature line)



# RIE & FUNDRAISING CERTIFICATION

- Take the Quiz. You must get a 100% on it in order to be certified.
  - CLICK [HERE](#) for the Quiz.
  - Take it as many times as needed
- Email [sclubs@uark.edu](mailto:sclubs@uark.edu), once completed.
- Certification is confirmed once you receive an email confirmation.

