

SEDS USA

FUNDRAISING GUIDE

Securing funds for projects and activities

This guide provides chapters with practical strategies to secure funding for their initiatives. We'll cover how to approach university resources, attract corporate sponsors, organize successful self-funded events, and also cut costs in other areas. Beware of deadlines!

Topic	Sub-Topics
School Funding	Primary and Supplemental Sources, Funding Presentations, and Purchasing Forms. Includes many examples of forms you will encounter while applying for funding and a template presentation for school sources.
Corporate Funding	How to find targets, best practices for creating a proposal, cutting costs via partnerships, and what sealing the deal looks like.
Chapter-Organized Fundraisers	On-campus, off-campus, online, and partnering with other organizations.

Before We Begin...

Be honest with yourself - how much does your chapter know about finance? For many SEDS chapters, treasurers go in blind. This is a general fundraising guide that is created to apply to as many chapters as possible but is not supposed to be entirely comprehensive.

As with all positions, your treasurer should have a document outlining **ALL** possible sources of funding for your school and chapter, including what has worked and not worked in the past. Keeping previous submission answers and spreadsheet templates or pitch decks to companies is imperative to maintain smooth transitions and build upon leadership instead of starting from scratch after every election. A consistent email, usernames and passwords, people to contact, links to where funds are managed, and anything else your treasurer may need throughout their term should be included and transferred over after a new member is elected.

If your chapter is large enough, or if you are truly struggling with funds and reaching the end of your bandwidth, consider forming a finance sub-team. Open your chapter to more than just majors relevant to your projects and pursue business majors in particular. Especially if your chapter is handling a large amount of funds or is looking at securing corporate sponsorship, it can be a full-time position for multiple people. More often than not, finance majors are begging to get hands on experience controlling large amounts of money.

When the next recruitment season rolls around, modify some of your tactics to highlight the business side of your club. Tout the resume benefits and unique industry connections your chapter can provide. You will always need marketing, communication skills, financial knowledge, and someone who is happy to take it all on as a responsibility.

Links to all templates (not example forms) featured in this guide are also accessible on the seeds.org website. Make a copy to edit them directly. They are all hosted either on Google Slides or Canva.

School Sources

Disclaimer: University/College Funding Sources are incredibly variable between schools. Just among the Board of Director's schools, there are 15 fully unique avenues of funding that do not overlap with another member's school. All funding avenues have different deadlines, requirements and restrictions, so be sure to check your school-specific ones. Your school will likely not have all of the examples listed here, or it will have an opportunities that we do not mention. If you would like specific help with your school's funding sources, email treasurer@seds.org or council.of.chapters@seds.org so we can help you research and provide more tailored advice to your chapter's circumstances.

Primary Sources

Primary sources are broadly similar across schools and vary mainly through the websites, forms, and rules that each school chooses to have. **It is recommended to purchase as many items as possible through your school to take advantage of their tax-exempt status.** Many colleges and universities are classified as 501c3 non-profits, meaning they are tax-exempt for many vendors. This means your organization would spend less money overall by using your school's cards or having your school buy the items for you directly. Ask your SGA and college admin if your school is tax-exempt (Google also works, but all tax-info will be with your school's purchasing department).

Student Government Allocations

This is the most common and likely most familiar source of funding for your chapter.

These applications are typically on a semesterly basis, so you will need to submit a budget packet to this source every fall and spring semester. You may need your faculty advisor to sign off on your budget packet, along with your treasurer and president. Be sure to research the price on each item/event and estimate higher quantities as best as you can. Even if your school is tax-exempt, include the price with tax as you, the chapter, are not tax-exempt and using this status is dependent on the payment method. **ALWAYS OVERESTIMATE!**

Asking for more money can almost never be harmful if it is appropriately justified. If you are looking for an item on Amazon and see five different options ranging from \$10-\$50, put that the item will cost \$50 plus the cost of shipping and taxes and provide a justified link. Even though there is a cheaper option you may eventually opt for, you should worry about maximizing your potential costs while submitting your

We recommend checking for budget packet templates from your university and following those for best results. There will be a basic info section that includes the following, typically at the beginning of the packet: Org. name, # of members, officer and advisor names and contact info, club mission statement/purpose box, and a section to list **ALL** other sources of funding/income, as well as if your organization has an off-campus bank account.

Fall 2025 Student Organization Budget Request																					
INCOMPLETE APPLICATIONS CANNOT BE PROCESSED! Please DO NOT leave any fields blank.																					
Organization Name: _____																					
Number of Members: _____ (Please include active members)																					
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Treasurer and President must be different people																					
Club Mission Statement/Purpose: 																					
Other Sources of Income/Funding: 																					
Include all other estimated sources of income/funding. This can include, but is not limited to: member dues, fundraising, grants, other campus resources, etc. This is IMPORTANT as the Student Treasury uses your organization's income to determine financial stability.																					
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For event funding, such an end of semester banquet put on by your organization, there is usually a separate budget section on your packet that may be labeled ‘events’. This will typically include event details (such as when, where, how many people, etc.), budget breakdown, and a description question that may look like this: “Provide a brief description of the event, how this benefits your organization and the [university] community, and motivation behind this event (publicity, guest speaker, cultural awareness, etc.).”

OFF-CAMPUS TRAVEL									
This form should be filled out for events that will require your organization to leave off-campus (including, but not limited to: conferences, banquets, networking, industry tours, recreational trips, retreats, concerts, competitions, or shows, off-site training, and research trips).									
Please fill out another form for separate on-campus event requests by right clicking the sheet and making a copy of it.									
Name of Event									
Destination of Travel									
Number of Event Attendees					to		Please use the format: monthly		
Number of People Attending									
If you will receive funding from other campus sources, please complete:									
Department Name									
Amount									
Failure to disclose additional funding could result in denial of reimbursement									
ESTIMATED EXPENSES		Expense Values		Total Cost		Child Contribution		Total Amount Reimbursed	
Estimate of Actual Expenses									
Cost per person		\$0.00	\$	-	\$0.00	\$			
# of people		0							
Cost per night									
# of nights		\$0.00	\$	-	\$0.00	\$			
# of rooms		0							
Gas Calculations (Include total miles there and back)									
# of miles					\$0.00	\$			
# of cars									
Gas is calculated using current inside credit gas price average									
Other									
Cost per Ticket		\$0.00	\$	-	\$0.00	\$			
# of Tickets									
Amount of Expense Requested									
Other Expenses (Describe in required section below)									
Cost Per Item		\$0.00	\$	-	\$0.00	\$			
Number Of Items		0							
Number Of Days									
Total Estimated Cost		\$	-	\$0.00	\$	-			
Provide a brief description of the off-campus travel and what your organization will accomplish because of this trip. Specify any comments or details that are not listed above.									

For events your organization is **GOING** to (such as *SpaceVision* or *IREC*), there is usually another section labeled 'Off-Campus Travel' or something similar. This will have a basic info section and a justification section, along with an itemized budget breakdown. If you need help estimating the cost of travel to SpaceVision, see our [How To SpaceVision Guide](https://spacevision.seds.org) at spacevision.seds.org.

Tiered Funding

Some universities have a tier system of funding, meaning it is mainly based on the number of members your organization has, how many things that they do, and a few other requirements. There is also a list of requirements for each tier. Other universities may just give funding based on how good your proposal is. Below is an example of one university's tier requirements. RSO stands for Registered Student Organization. The Senate Impact Report is a presentation given to the Student Senate on justifying why your organization should continue to be given X amount of money.

RSO Bracket System	Tier 7: Sputnik	Tier 6: Raptor	Tier 5: Atlas	Tier 4: Artemis	Tier 3: Blue Angel	Tier 2: Blackbird	Tier 1: Top Gun
Allocation	Up To \$1,000	Up To \$3,000	Up To \$6,000	Up To \$9,000	Up To \$12,000	Up To \$15,000	Up To \$18,000
Number of Qualifications Required (in yellow)	3	4	4	5	5	6	6
Collections	Tier Specific	Tier Specific	Tier Specific	Tier Specific	Tier Specific	Tier Specific	Tier Specific
Bank Account & Fundraising	25% of Allocation	25% of Allocation	25% of Allocation	25% of Allocation	25% of Allocation	25% of Allocation	25% of Allocation
RSO Allocation Quiz	70% (35/50)	75% (38/50)	80% (40/50)	85% (43/50)	90% (45/50)	95% (48/50)	100% (50/50)
Membership	5	10	15	20	30	40	50
Events (On-Campus & Off-Campus)		1	3	6	9	12	15
SGA General Session / Treasury Townhall	1 event	1 event	1 event	1 event	2 events	2 events (1 Treasury Townhall), President & Treasurer	3 events (1 Treasury Townhall), President & Treasurer
Competitions & Conferences					1	1	2
Senate Impact Report					Score of 3	Score of 4	Score of 4

College Requests

Many larger universities have different colleges (such as the College of Engineering, College of Arts, etc.) that have yearly budget requests for organizations. Yearly means the academic year, so from Fall → Spring → End of the Summer (basically until the start of the next fall semester). **THIS ALWAYS HAS A DIFFERENT DEADLINE THAN STUDENT FUNDING SOURCES!** This typically includes an itemized breakdown in a spreadsheet and an accompanying form of basic info on your organization and justifications for each category (travel, materials, events, etc). This type of request usually requires advisor approval **BEFORE** submission and may sometimes require approval before every purchase once the budget request is approved.

COE Budget Breakdown					
Events				Dates	
Name	Cost per	Quantity	Total Cost		
SpaceVision Registration	\$ 84.49	3	\$ 253.47	11/6-11/8	
SpaceVision Registration (Decided on allowing another after early-bird sale)	\$ 126.49	1	\$ 126.49	1/12-1/16	
SciTech Registration	\$ 199.00	20	\$ 3,980.00	6/15-6/20	
International Rocket Engineering Competition (IREC) team Registration (Rocket & Entry Fee)	\$ 1,000.00	1	\$ 1,000.00		
IREC team member cost (Rocketeer Fee)	\$ 75.00	10	\$ 750.00		
			\$ 6,109.96		
Travel				Total Cost	
Name	Cost Estimate (as of 8/29/25)	Nights	Quantity		
SpaceVision Flights	\$ 377.00		4	\$ 1,508.00	
SpaceVision Hotel Rooms	\$ 200.00	3	2	\$ 1,200.00	
IREC Gas for Van (cost estimate is per fill-up & amt of estimated times to fill up is quantity)	\$ 75.00		10	\$ 750.00	3 Hotel Rooms
IREC Hotel Room (unsure of student breakdown right now, so rooms could be 4)	\$ 200.00	5	4	\$ 4,000.00	\$ 3,000.00
				\$ 7,458.00	\$ 6,458.00
Materials				Total Cost	
Name	Cost per	Quantity	Total Cost		
150-600mm lens	\$ 900.00	1	\$ 900.00		
17x23x65" Fire Cabinet	\$ 1,385.28	1	\$ 1,385.28		
Centering rings	\$ 7.70	3	\$ 23.10		
76 mm Motor hardware	\$ 589.00	1	\$ 589.00		
CTI Pro96 6GX1 N5800 (CS Rocketry) - First stage motor for competition rocket.	\$ 1,670.85	1	\$ 1,670.85		
CTI Pro96 6G N2501 (CS Rocketry) - 1st stage competition motor	\$ 1,162.02	1	\$ 1,162.02		
			\$ 4,568.25	\$ 4,059.85	
			Final Cost (with N5800 and 4 hotel rooms)	Final Cost (with N2501 and 4 hotel rooms)	
			\$ 18,136.19	\$ 17,627.36	

Department Requests

Many universities have budget requests specific to their departments, such as AE, ME, Chemistry, Biology, etc. These request are also usually submitted on a yearly basis. They are also typically submitted by your **FACULTY ADVISOR**, not your organization, so make sure to loop in your advisor into your final budget meetings. **THIS ALSO USUALLY HAS A DIFFERENT DEADLINE THAN OTHER FUNDING SOURCES.**

A pro tip for these sources are to find multiple different faculty advisors across disciplines, especially if you have a particularly multi-discipline chapter. For rocketry projects, try to at least secure a faculty advisor for each department of engineering. For example, Mechanical Engineering and Electrical Engineering will often have different departments, and thus two different sources you can pull from. During your yearly member survey, ask your members if they are doing any minors or double majors that may be able to be incorporated into a project, or if they have any professors who are interested in space. It never hurts to ask - an Italian professor may love stargazing on the weekends and having them teach international astronomy terms might be enough to get an in with the languages department.

Supplemental Sources

Supplemental sources vary widely from school to school and not all schools have the same funding sources. The deadlines for these sources are almost always **AFTER** your primary funding sources.

Capital Expenditures

Capital Expenditures, or another similar name, are generally categorized as extra money needed after your other budget requests are finalized. There are usually 3 categories: Large Purchases, Unexpected Purchases, and Supplemental Funding. There are also specific requirements for each of these types that you must pay attention to. The applications for this type of funding usually open in the 2nd half of the semester. **ALWAYS CHECK DEADLINES!**

Supplemental Funding is for items **ALREADY** on your budget that you have already run out of money for. You may need this option if you suddenly doubled the size of your chapter, or if purchase prices increased significantly more than expected. It may state something like this as criteria needing to be met to be eligible: “An RSO (Registered Student Organization) must have 80% of their allocation spent and APPROVED in CampusGroups before Capital Expenditures opening to be eligible for this option. This option is exclusively for **approved budget packet items** and nothing else!!”

Large purchases may be defined as an item **NOT** listed on your budget packet that would cost a substantial portion of your budget (such as a single item worth over 30% of your budget). For example, if you were not expecting your club-owned 3D printer to break but urgently need a new one to complete your chapters goals, you can submit a Large Purchase request.

Unexpected Purchases are expenses that occurred during the semester **NOT** listed on the original budget packet after allocation, but that do not fall under Large Purchases. Typically, these are due to original plans falling through and needing to suddenly spend additional money to rectify it.

Announcement:

Upload this form to a Budget Request on your organization's Campus Groups page. This should go in the location where you attached your xlsx document earlier in the semester. No approvals are needed for Capital Expenditures.

What Type of Capital Expenditure Are You Submitting? (Choose One)

1. Large Purchase ☐
2. Unexpected Purchase ☒
3. Supplemental Funding ☐

Dear Student Treasury,

[Organization] would like to purchase [Project] travel expenses (for the International Rocket Engineering Competition (Gas, truck rental to haul trailer and Hotel Room supplemental funds).

We are requesting funding from the Student Treasury for unexpected purchases of a truck capable of towing our trailer as well as gas. Facilities was contacted in regards to requesting a truck, however none were available for the time span of the competition. Gas is side effect of this unexpected issue relying on needing to rent a truck for the trailer. Since it is a cross-country trip, the drive will need to be broken up into multiple days needing overnight stays at various hotels across the way. These hotels are unexpected and will need to be booked several hours before when we can accurately predict where we will be.

Item(s)	Provider	Lifespan	# of Items	Cost per Item	Total
Gas	Various Gas Stations	2 weeks	20	\$100	\$2000.00
Truck	U'Haul	2 weeks	1	\$1420	\$1420.00
Hotel Room	Comfort Suites Midland West	2 weeks	14 days	\$143	\$2002.00
Total	\$5,422				

Please let me know if you have any further questions!

All the best,

Treasurer
University
Treasurer, Organization
Phone number | Email

The example above successfully received the full \$5,422 amount that they asked for. Make sure multiplying your cost per item and quantity column match the total you put in the final column. If you do not, your request may be denied. Depending on your specific circumstances and the requirements of your school, any of these options may help you fund your organization in different ways.

Executive Requests

This may or may not be an option for your school if you are in need of general extra money for a justified reason. This is typically through your SGA and is more of a behind the scenes type of ask. You have to ask around to find out what it is and how it works, but usually it involves making a private presentation to the treasury board and/or SGA president and treasurer justifying why you need more funding from this avenue after some type of change. For example, if you doubled in membership partway through the semester and spent almost all or all of your budget or are on track to do so because of this change. This tends to work on a rolling basis with no solid deadline.

Conference Funding

Some universities have separate conference funding applications, or it may be rolled

into your general budget request. You can account for conferences in your budget requests and still utilize other funding sources, such as a professional development fund (for individuals and organizations) or departmental funding requests.

This is covered in detail in our How to SpaceVision: Finances Guide.

Competitions and Awards

Check if your school offers any competitions and apply and compete in them, especially if they include financial awards. Awards may include being the most active organization on campus, community involvement, most successful projects, etc. Ask your academic advisors, faculty advisors, professors, and other staff members about these types of opportunities. They are also typically listed on flyers around campus and through your school's email, so be on the lookout!

Even if your school doesn't offer any financial incentives, winning an award or having a student win an individual award (such as leadership) for participating in your chapter is a big draw that you can include on presentations and justifications of why your chapter is strong within the school's community.

University Event Funds/Grants

Check if your school provides grants for supporting student organizations who want to host on-campus events, workshops or cultural programs. Also check if your school offers any diversity and inclusion grants and specific initiative grants (such as technology upgrades, sustainability projects, etc). Ask your academic advisors, faculty advisors, professors, and other staff members about these types of opportunities. **ALWAYS CHECK DEADLINES!!!**

Sometimes, these opportunities are broadly connected to Student Life Services, Office of Interdisciplinary Programming, or a Student Union that seeks to increase the amount of community building events on campus. With funding from them, you have a large amount of freedom to build your own event, often with a food stipend and materials budget specifically allocated for this purpose.

You may also find these opportunities through interest or identity offices, such as a diversity, religious, sexual identity, or cultural heritage office. These events typically need to be multi-cultural or based in an identity somehow, but if your chapter celebrates/educates about space-based events such as Lunar New Year, Eid, or for example has a lecture discussing LGBTQ+ contributions to the space industry, you may be able to receive additional funding.

These funds differ from 'department' funding in that your faculty advisor does not need to fill out these applications on your behalf.

Funding Presentations

Often, you will need to present to an organization in exchange for funds. This presentation could range from a completion grade that doesn't affect the amount of money you receive to the entirety of your justification. Rubrics also vary - they could be incredibly strict with requirements or very open-ended.

Below is an example of a rubric used for an Engineering Alumni Council funding source.

EAC Student Group Rubric & Score Card

	Excellent (2)	Good (1)	Needs Improvement (0)
Group mission and engineering focus	Clearly defines mission and has a strong engineering focus. (2)	Mission is clear and some engineering focus. (1)	Mission is unclear and lacks an engineering focus. (0)
Current year accomplishments, impact, and outreach efforts	Significant accomplishments with a high impact and outreach of the [REDACTED] community. (2)	Good/moderate accomplishments, impact, and outreach to the [REDACTED] community. (1)	Minimal or unclear accomplishments with little impact and/or outreach to the [REDACTED] community. (0)
Next year's priorities, plans and projected impact	Comprehensive and strategic with ambitious, achievable goals. (2)	Plans are somewhat strategic with feasible goals and impact. (1)	Unclear plans or priorities for the next year. (0)
Budget and Financial Management	Budget is detailed, transparent, and realistic, demonstrating strong fiscal responsibility and past performance. (2)	Budget is clear with minor gaps and demonstrates acceptable past financial management. (1)	Budget lacks clarity, completeness, or demonstrates weak past management. (0)
Presentation quality and delivery	Clear, engaging, and professional presentation and delivery. (2)	Good presentation, minor lapses in clarity or style. (1)	Poor delivery with lack of engagement or clarity. (0)
	Maximum Score: 10 Student Groups will receive funding decisions and EAC Feedback by June 1, 2026.		

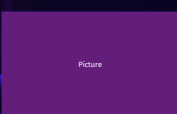
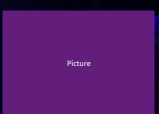
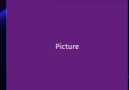
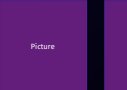
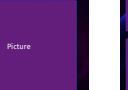
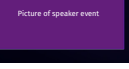
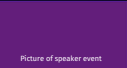
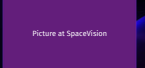
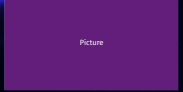
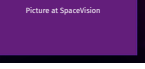
Generally, you will need to show that your club provides value both to student members and the broader school or public community. This is why we often advise chapters to include at least one community outreach event every semester. These can take the form of star gazing nights, traveling to local schools to teach about astronomy or robotics, or even something non-space related such as volunteering at a food shelter.

Other than that, student presentations should follow standard conventions - minimal serif fonts, cohesive formatting and color scheme, tactful use of pictures and bullet

points instead of long paragraphs.

If your chapter has a branding guide, use that for color scheme and fonts. **Check with your school before using any of its logos (if you plan to do so) as sometimes special permission is needed.** This is usually a form of some kind called a Logo (and possibly Apparel) Approval Form and will be reviewed by your school's Trademark and Licensing department to ensure that the content and messaging support your school's brand and reputation. Otherwise, sticking to your school's colors for highlights and a simple font is best practice. A space themed presentation is also a good idea for added style points.

Remember that your slides should be sparse, and your speech dense. The template below is based directly off a successful student presentation that secured \$2,500 in funding from their department source.

 [chapter name] X Presentation, [date]	 What is SEDS? - International student organization - Non-profit - Advocacy of space exploration and development through educational, interdisciplinary projects - Annual conference - SpaceVision - Largest student-run space conference in the nation - Opportunities for cross-chapter collaboration, conference moderation, networking - Exclusive opportunities (e.g. internships, closed events) - Accomplished alumni network - Regular competitions	 What is [chapter] mission?  Hab of space interest Projects across [disciplines], social events with other aerospace clubs on campus.  Hands-on experience Practical experience across each aspect of a student-designed project.  Networking Access to SEDS USA and [chapter] alumni network, Speaker series, Collaboration with local SEDS USA chapters.														
[policy project]  	[cubesat project] - CubeSat team project - work on a prototype for a 1U CubeSat to be launched using a weather balloon - Participated in X competition - achieved X place   	SpaceVision 2026 - SEDS-organized national conference - Networking, speaker panels, resume exposure, student competitions [previous year stats, i.e., students participated in business pitch, chapter won X award] [plans for this year, i.e., enter research symposium, run for BoB] 														
Speaker Events [name, title] [talk] [name, title] [talk] [name, title] [talk] [name, title] [talk]    	 [partnership] Partnered with [other student organization] to bring space habitability demos to [x] students in STEM 	Upcoming Events - SpaceVision 2026 - Sending [x] students to moderate, present research, and network - Launch CubeSat [X] initiative   														
Budget <table border="1"><thead><tr><th></th><th>\$[x]</th></tr></thead><tbody><tr><td>SpaceVision 2026:</td><td></td></tr><tr><td>Tickets/Flights/Accommodations</td><td>\$[x]</td></tr><tr><td>CubeSat Materials: [materials]</td><td>\$[x]</td></tr><tr><td>General Body Meeting Supplies/Merch</td><td>\$[x]</td></tr><tr><td>Speaker Series</td><td>\$[x]</td></tr><tr><td>Total</td><td>\$[x]</td></tr></tbody></table> -We hope to get -\$(x) in funding from other sources in 2025-26 ([sources]) -We spent -\$(x) this year (all from [sources]), -\$(x) of this was SpaceVision, rest was engineering supplies, event catering, and speaker series.		\$[x]	SpaceVision 2026:		Tickets/Flights/Accommodations	\$[x]	CubeSat Materials: [materials]	\$[x]	General Body Meeting Supplies/Merch	\$[x]	Speaker Series	\$[x]	Total	\$[x]	Contact Information Website: [x] Email: [x] Instagram: [x] LinkedIn: [x] Executive Board: [student names, positions, emails]	Acknowledgements [school] [faculty advisor(s)] [departments] [funding sources] [corporate sponsors]
	\$[x]															
SpaceVision 2026:																
Tickets/Flights/Accommodations	\$[x]															
CubeSat Materials: [materials]	\$[x]															
General Body Meeting Supplies/Merch	\$[x]															
Speaker Series	\$[x]															
Total	\$[x]															

Purchasing Forms

Unfortunately, the paperwork doesn't stop once your funds are approved. Almost all schools have some sort of purchasing form or process that you must additionally go through in order to buy anything.

Below is a detailed chart of both the original items and the newly requested items:

Original Item(s)	Newly Requested Item(s)
Camping Chairs: \$100	Table Cloth: \$60
Office Supplies: \$35	Tent: \$148
Total Difference	\$73 (If cheaper put negative value I.e. -\$73)
(Total \$ of Newly Requested Item(s) - Total \$ of Original Item(s))	

Below is a chart describing the newly requested items, similar to what would be found on the Budget Packet:

Newly Requested Item(s)	Provider	Lifespan	# of Items	Cost per Item	Total Cost
Table cloth	Amazon	1 year	5	\$12	\$60
Tent	Walmart	5 years	2	\$74	\$148

Please let me know if you have any further questions!

All the best,

First, Last Name
University
Treasurer, Organization
Phone number | Email address

Hazardous Materials

Most schools require Student Organization HAZMAT Approval **BEFORE** buying any hazardous materials. This form is deceptively simple - in order to complete it you must have a Safety Data Sheet (SDS), a document containing it's standard operating procedures, a justified and reasonable method of storage, PPE requirements, any waste controls that must be actively used, a waste contaminant protocol, appropriate emergency response, and often completed chemical safety training of all members, or at least all members of the sub-team that will be handling the materials.

Hazmat Purchasing Checklist (Student Engagement)

Org Name & Requestor: _____
 Chemical Name(s): _____
 Location (Bldg & Room): _____
 Size & Quantity: _____ Need By: _____

Complete the checklist below to order chemicals. If you require any additional needs, be sure to attach a quote or spreadsheet with links to this packet as well:

- ☐ Safety Data Sheet (must match the product and manufacturer, must be entered into [MSDSOnline](#) prior to ordering)
- ☐ Standard Operating Procedures (if applicable)
- ☐ Storage (Flammable Cabinet, Corrosive Cabinet, Oxidizer Cabinet, Open Storage)
- ☐ PPE (available, on order, Not applicable)
- ☐ Engineering Controls (exhaust, air scrubber,)
- ☐ Hazardous Waste Plan (flammable, corrosive, toxic and reactive materials)
- ☐ Emergency Response Supplies/Equipment (attach any additional needs)
- ☐ Chemical Safety Training:
 - ☐ Requested
 - ☐ Completed: _____

Sign: _____ Date: _____

Corporate Sponsorships

Finding corporate sponsors has the steepest learning curve by far. If your chapter has never attempted to find corporate sponsors, you have to be prepared for a large amount of trial and error. It's almost like applying for a job; connections are incredibly important, and you need to prove that you will provide value back to them.

You must check with your school before pursuing corporate sponsors. The majority of schools will not ban outside sponsorship, but they more than likely have strict rules and regulations about what kind of funds you can receive. For example, checks almost always must be addressed in a **very exact** manner to be accepted by the school and disbursed to you. There may also be a school-issued contract the sponsor has to sign before you can officially partner with them. These are all things you should be fully aware of beforehand so you can quickly inform sponsors. ~~It is much better to lay out all stipulations early than to continuously backtrack later.~~

Identifying Potential Sponsors

The first step in the process is finding good targets. Research companies whose values align with your chapter's mission and/or whose target audience overlaps with your membership. For example, if your chapter works on satellites, reach out to satellite companies & manufacturers; avionics companies for your electrical team, research labs if you do missions (like sending plants up to microgravity), etc. Local businesses, companies in space and aerospace industries, or companies with corporate social responsibility programs are good starting points.

If you don't know where to start finding companies, you have a plethora of options:

- Look for companies that frequently advertise on campus or do community outreach.
 - Pro tip: If there are little league sports fields, ice rinks, community parades, or other community areas/events with local sponsors, those are often the companies that are most willing to support clubs in exchange for visibility or good samaritan points.
- Go on LinkedIn and look for local companies or companies that frequently hire your school's alumni. Look specifically for first- and second-degree connections to reach out to.
- Ask your school's career advancement team for both warm connections and intel about companies they've developed relationships with through internships,

coops, and graduate placements.

- Reach out to any alumni of your school and SEDS chapter as well as any past sponsors.
- See if you have any connections who could give your chapter a warm introduction.
- Attend Career Fairs - ***do NOT approach companies at career fairs asking for sponsorship. That is not what they are there for.*** What you ***can*** do is walk around and write down the names of interesting companies in attendance. Later, research those companies and decide if they would be good potential targets.
- Conferences/Off-Campus Events: If your chapter frequents conferences or off-campus events, take note of companies in attendance. Again, ***do NOT directly ask people for sponsorships at conferences.*** Collecting business cards, testing out an elevator pitch, and bringing up your chapter's projects are good practice, but do not ask for money until the event is over.

Once you have established target companies, you should go through tiers of outreach.

1. Make sure you speak with the right people at target companies. It's easier to find the right person at smaller companies, and any contact will probably put you in touch with the decision-maker eventually. Remember to use your connections (LinkedIn, Alumni, School Offices)! Larger companies can be more byzantine, so don't give up quickly. Try to target HR, marketing, or external communications. Checking their socials may provide good hints for contacts.
2. Once you have a referral, or at least found the right person to talk to, you'll probably have to reach out directly via cold (or warm!) calling.

Cold Calling

If you want corporate sponsorships, you will more than likely have to cold email the company or a representative at some point. When doing so, you should ensure you are respectful, open to a 'no', but also proud of your chapter and firm with your request. Introduce yourself and your chapter, explain why you feel like the company would be a good fit for sponsoring your organization, and state that you are currently looking for sponsorship from corporate partners. You should either have a sponsorship package included in the email, offer to provide one if they are interested in the opportunity, or ask to be put in contact with a higher-up in the company.

Subject: [Your Chapter Name] SEDS Partnership Opportunity — [Company Name]

Hi [Name],

My name is [Name], and I'm the [role] of the [chapter name], the [school] chapter of Students for

the Exploration and Development of Space (SEDS). We're a student organization that [what your chapter does — builds CubeSats, competes in rocketry, runs outreach, etc.].

I'm reaching out because [Company Name]'s work in [specific area — satellites, avionics, materials, etc.] lines up closely with what our members are building this year, and I think there's a strong opportunity for partnership. [If you met this company at a career fair or were recommended by an employee, make sure to mention that as well]. We're currently seeking corporate sponsors to support [specific project or activity — e.g., our 2026 rocketry competition entry, our annual outreach program].

In exchange for support, we offer sponsors visibility with our membership and the broader student engineering community, including logo placement, social media recognition, and opportunities like campus tours, guest talks, or knowledge about on-campus recruiting events.

I've attached our sponsorship package with more detail on tiers and benefits. [If there is something specific you would like funded from the non-monetary offers section below, include that as an option here]. I'd welcome the chance to set up a short call to discuss how we might work together. Thank you for your time and consideration.

Best regards,

[Your Name]

Sponsorship Packages

A sponsorship package can take the form of brochures you bring to events, digital pdfs you email out, or physical packets you hand to execs. Decide what your chapter needs most, and you can often reuse the same information in different formats.

First, create a professional document that outlines:

- Your group's mission and achievements.
- The specific project or activity you need funding for.
- The benefits for the sponsor (e.g., brand visibility, logo placement, employee engagement opportunities, access to the next generation of engineers, scientists, etc.).
- Different sponsorship levels and the corresponding benefits.

It is imperative that you prove your chapter will have value to the company. More than often, this will be in the form of advertising for them on t-shirts, as a sticker on your rocket, making a social media post, bringing your chapter to company tours, or informing the company of big career fair events on campus that they should attend.

Creating tier levels for sponsorships is also a great idea. Any amount of money is a helpful amount of money, and offering non-direct support can also help your chapter out. Cutting costs is a huge part of efficient finance strategies, so asking for

discounts or free items is always an option.

Examples of non-monetary offers you can ask for directly:

- **Food:** For local restaurants, reach out and ask if you can receive discounts or even free food for events/meetings. This works especially well if one of your members works at a local bakery or an owner-run chain location. Chipotle, Firehouse Subs, Chick-fil-A, and Moe's are often success stories.
- **Merch:** Everyone loves branded items. Smaller companies may be significantly more inclined to purchase shirts for you with the added caveat of printing on their logo as well. ***This can also be used as a great tier benefit.*** Your third sponsor tier, for example, unlocks the companies' logo on the back of chapter t-shirts.
- **Discounts:** For places that you frequently buy supplies at, asking for a 10-15% discount can help cut your costs tremendously.
- **Manufacturing Costs:** If your chapter frequently outsources material production, engraving, poster printing, etc., ask companies if they would be willing to do it for free or a discounted price.

Here is an example of a template brochure with sponsorship tiers you can model yours after. Remember that these will be printed double sided and folded up. It is based directly on a student organization's brochure that receives over \$60,000 in corporate donations every year.

Sponsorship Levels



ARTEMIS

\$5,000+

- Logo on our team trailer
- Bigger Logo on t-shirt
- All benefits of lower tiers



APOLLO

\$2,500+

- Logo on our rocket
- Bigger Logo on t-shirt
- All benefits of Gemini and Mercury



GEMINI

\$1,000+

- Company logo displayed on our chapter t-shirt
- All benefits of Mercury



MERCURY

UP TO \$999

- Company logo displayed on our chapter website
- Sponsor banner displayed at IREC competitions

[chapter name] is grateful to all of our sponsors at every level!

Contact our finance team,
[chapter email]

Our 2026 Projects

[chapter] keeps busy throughout the year between our [x number of] main projects.

Picture of your project

Example: Our CubeSat Project Team consists of 14 members and competes yearly in 2 national competitions, coming in 4th and 9th place last year

Picture of your project

Small blurb about chapter project

Picture of your project

Small blurb about chapter project

Between all of our projects, [chapter] consists of X members across X different majors. We pride ourselves on increasing diversity and representation across space disciplines.

Picture of your chapter / rocket / main project

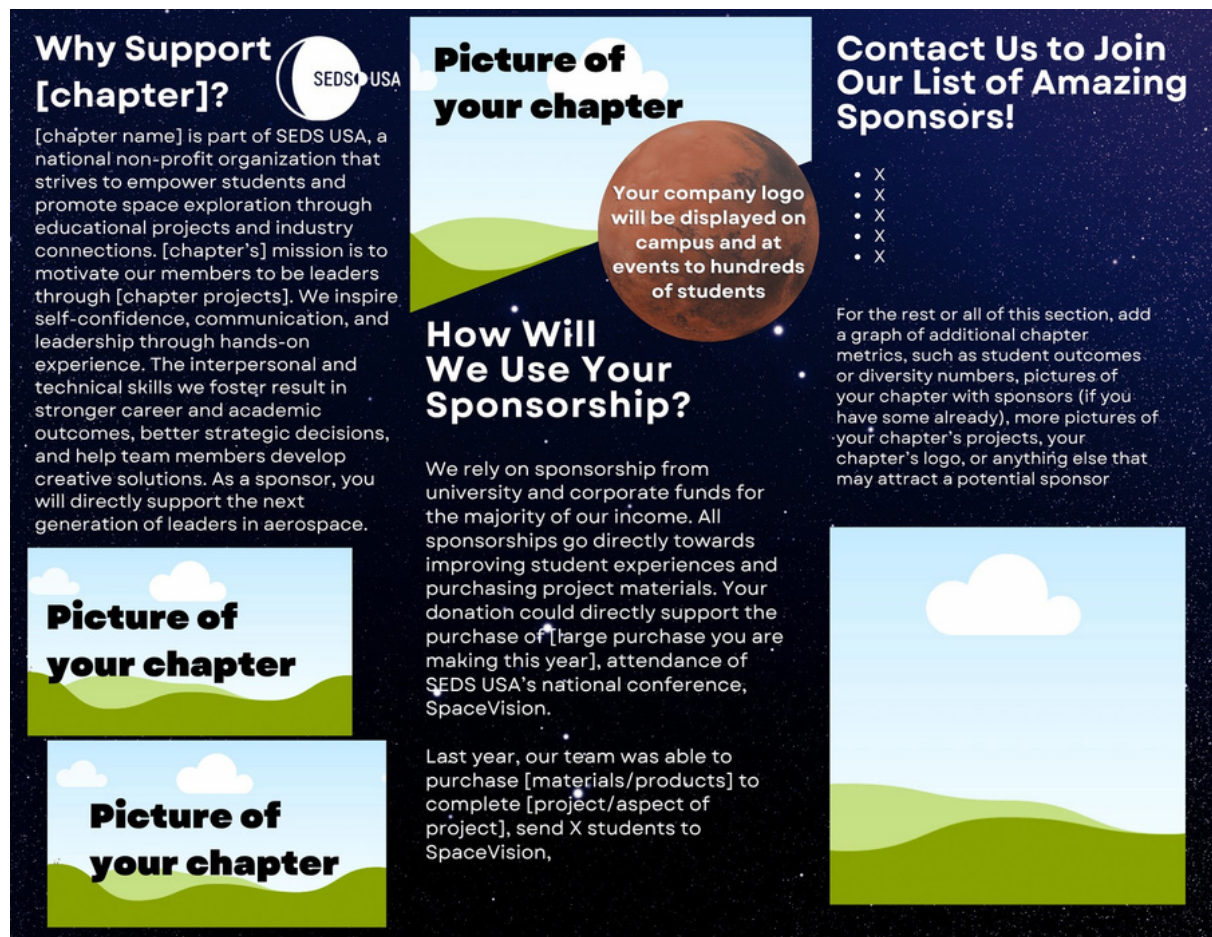
[SEDS Chapter at School Name]

Become our Sponsor!

QR CODE
TO
WEBSITE

Scan to learn more about [Chapter]

Email: [chapter email]

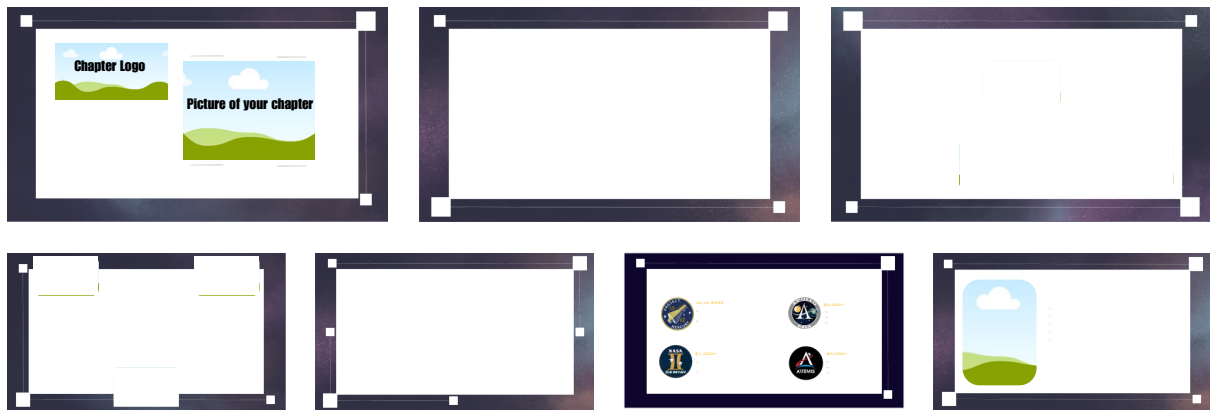


Selling Points

Prepare and practice presentations and/or demonstrations of projects your organization is or has worked on. ***You need to show these potential sponsors why your organization is worth sponsoring.*** Tell and show the benefits they gain by sponsoring you. Consider inviting representatives to one of your launches, competitions, events or workdays.

If the initial outreach goes well, or if you already have an in with a company, ask if you can present to them. Slideshows with metrics and confident speakers are great ways to show potential sponsors that you're worth investing in. The most important aspects of a presentation are to expand further upon the points mentioned in your initial outreach or sponsorship packet. Make sure you have strong examples of your chapter's impact and outcomes.

Remember that your slides should be sparse, and your speech dense. Here are slides of an example presentation that you may want to model after. It is based loosely on a student organization that is regularly successful with securing corporate funding.



Recurring Sponsorship

Just like with regular budget proposals, you will often have to re-ask for sponsorship every single year. Although it is not uncommon for a sponsor to support a chapter multiple years in a row, it is uncommon to receive a multi-year pledge.

The ***MOST IMPORTANT*** part of retaining sponsors is ensuring the incoming leadership knows what sponsors you have. ***YOU MUST HAVE A LIST OF ALL SPONSOR INFORMATION*** including contact names, the amount or method of sponsorship, how long they have been sponsoring you, what method you used to secure them (alumni at company, cold call with presentation), and absolutely any other relevant information. It may even be helpful to have a drive folder specifically with information about your chapter's relationship with each company.

Another good tip is to foster company relationships using a shared email such as finance@sedschapter.com. At the very least, you should certainly have a shared drive that gets transferred down during leadership hand-offs. Having a returning mentor or faculty advisor that is familiar with the inner workings of your corporate relations is also incredibly helpful.

Nurture Relationships

Once a sponsorship is secured, maintain communication and ensure you deliver on all promised benefits. A positive relationship can lead to ongoing support. Each year, offer at least one chance for direct chapter interaction. This could take the form of thoughtful thank you letters, follow up presentations detailing your chapter's work as a result of the company's support, taking tours around company facilities, or bringing executives around your chapter's work space during a meeting.

Additionally, ***you absolutely must follow up on all promises in meaningful ways.*** If a company's logo is on the back of a t-shirt, they don't receive any benefit if none of your members wear the shirt when you go to competitions.

Even if a company has only agreed to sponsor you for a single year, do not burn any bridges. They may simply not have the bandwidth to provide money two years in a row, but ensure you still follow-up on their requests, send them pictures and an appreciation note, and follow up again kindly next year to see if their circumstances have changed.

Organizing Your Own Fundraisers

DIY fundraisers are a great way to engage your members and the wider community while generating funds. Check with your school on any platform restrictions for accepting money before the fundraiser (some schools may say no Venmo, PayPal, or only through a certain platform). Some platforms may also offer matching programs to a certain amount if you are a student organization. Also see if your school, local businesses, or online platforms have a matching program and advertise that at your fundraiser!

General Tips

Even if you're a fundraising expert, our best advice is always to ask other organizations for their experience. Other clubs know your school's specific student base and have additional experience you can pull from. ***Greek organizations are especially good at fundraising.*** In addition to just asking for help, you can also pool resources. Partnering with a business club, for example, will unlock a new student base, more revenue, and potential new members for both organizations.

When deciding which fundraising avenue you want to pursue, think about if events and other fundraisers are typically advertised online, via flyers around campus, or by tabling/promoting around a high traffic area on campus.

You want to plan larger events far in advance by constant promotion, and heavy online promotion day-of. For smaller events that are in-person, such as a bake sale, make sure you plan accordingly to the weather and foot traffic. A hot cider station is going to do significantly better indoors during a cloudy fall day than it would outside in sunny 95 degree weather.

Event Ideas

Bake/Food Sales: These are very common but require the additional work of students making food or going out and buying food themselves, which means an initial investment has to be made first. You'll also want to check with school policy about allergy regulations. This also is obviously not an easy option for online

schools.

Raffles/Silent Auctions: This is something that can either be used among the entire student body by good advertising, or just by your chapter if you have enough members. 50/50 raffles don't even require any items to be bought, or you could raffle/auction off space-themed merch, gift cards, or ask local businesses if they would be willing to sponsor a basket of items. Again, check with school policy about this option.

CrowdFunding: In general, SEDS USA does not recommend the use of a GoFundMe or other crowdfunding websites, especially not without a targeted campaign backing it. Schools very rarely allow this option for student organizations, and it can create a large amount of hassle to retrieve the funds. When wanting to collect online donations, sites like Venmo, PayPal, and even Zelle are more recommended options as long as donations are sent exclusively to a trusted member and are well-tracked.

Dare/Bingo Cards: These are great ways to fundraise and can be an incredible combination of online and in-person advertising. If you have never seen these campaigns, they are boards of challenges that members complete after a certain number of donations, or after a bingo is made. You should always set limitations so none of the dares are unsafe, and members are always able to opt out if they are not comfortable with a dare. Throughout the campaign, dares and challenges are done in high traffic campus areas or posted online to continue to raise awareness. This is also a very low barrier to entry for donations.

Here is a template for this event. It is based directly on a student organization that received over \$1,000 from a single campaign.



Fundraiser Game Night/Gala: This is decently hard to pull off, but if you have a larger student base or are certain you can advertise well, it can be incredibly successful. Typically held near the end of semesters, a small entry fee grants students access to activities and games, music, food, and anything else that fits your vibe. This can also be paired with other fundraising activities such as a raffle or silent auction, which is typically where most of the fundraising occurs.

Tournaments: Tournaments can be very versatile events similar to a game night or gala, where students pay a small entry fee to sign up for a sports or card game tournament (common options are tennis, kickball, poker, euchre, etc.). Advertising a small portion of the proceeds to the winner helps incentivize students to attend.

Pairing this with raffles or silent auctions is again a great way to raise even more funds. Tournaments are very common among Greek organizations, so they may be a good option to partner with or ask for help.

Bottle Returns: One of the most uncommon avenues of fundraising, but something that can reap easy rewards for especially large campuses or states with \$0.10 returns. This method consists of collecting returnable bottles from students by hand delivering garbage bags outside of doors with instructions on what to do or setting up bottle drop-off sites in each residence hall and around campus to collect later. Although this method can theoretically be used year-round, focus first on large events such as Super Bowl weekend, First/Last Day of Class, holidays, or sporting events where you know students will be drinking soda and other beverages. Another

option is to partner with Greek organizations or other clubs that throw large parties. You can ask these organizations to give you their trash bags afterwards and donate the bottles. For drop-offs, you will typically need a truck or at least a car with a large trunk, 2-3 students, and thick gloves (to prevent cuts). Then, it's as simple as driving to a return location. You can often see up to \$1,000 for a single large successful event, and around \$75-\$300 for smaller events that occur more frequently.

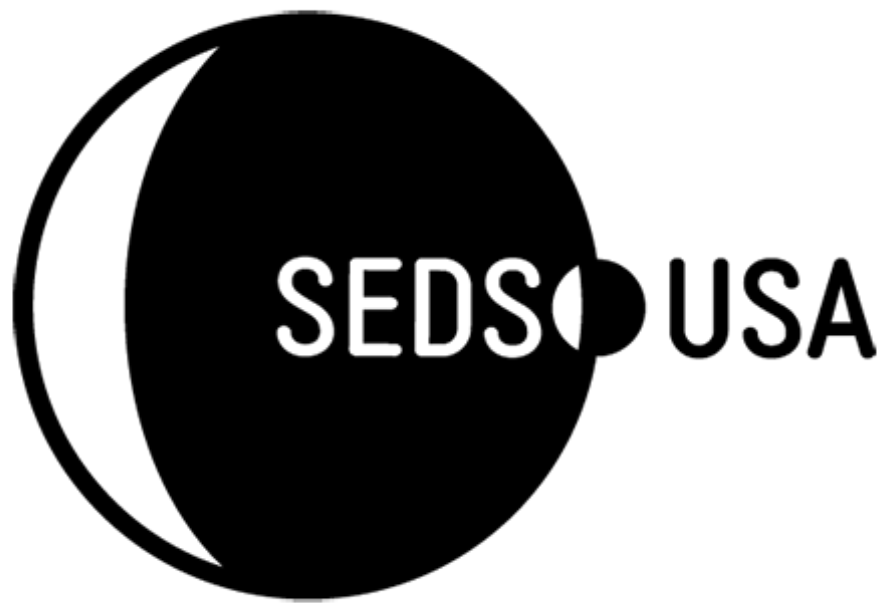
Restaurant Partnerships: As opposed to partnering with restaurants to get free food for your organization, you may find more success asking for a portion of their profits on a certain day. Chipotle is notorious for offering this to student clubs, but many other chains and local businesses do so as well. Typically, you will receive around 15% of profit whenever a customer orders from the business on the correct day. More often than not, they will have to specifically say they are ordering on behalf of your chapter or you will not receive your share, so ensure you heavily advertise that fact.

Conclusion

Securing funding for student group activities requires a strategic and multi-faceted approach. By understanding and leveraging university resources, building relationships with corporate sponsors, and executing well-planned fundraisers, your group can achieve its financial goals. Remember to always maintain clear communication, transparency, and responsible financial management throughout the fundraising process.

If your chapter approaches fundraising in a more unique way, or if you have suggestions/questions for this packet, reach out to treasurer@seds.org or council.of.chapters@seds.org

Ad Astra Per Aspera!



*Students for the Exploration and Development of Space
United States of America*

Two Pager

Summarize important details for your team

Overview

What is the **session** about? What is the **purpose**? Who **participated**? Use these guide questions to create an informative overview of your two-pager document.

Summary

Date		
Key Information	<u>Write the key details of the session</u> Include relevant highlights	<u>Add other key details</u> Add additional information
Blockers	<u>Write a blocker for the team, if any</u> Provide context for your team	<u>Add another blocker</u> Add context
Next Steps	<u>Write an action item that will move the team forward</u> Assign a person person to the task	<u>Add another action item</u> Assign a point person
Support Needed	<u>Write any support required</u> Insert a date when it is needed	<u>Add more as needed</u> Insert the due date

Relevant Resources

Title of Resource Here

Last name, First name. Title of Web Page.
Name of Website. Publishing organization,
publication, or revision date if available.
Access date if no other date is available.
URL.

Title of Resource Here

Last name, First name. Title of Book.
Place of publication: Publisher,
Year of publication.*



For Approval

	Canva Tip: Mention fellow Canva users. Just @ them directly on the document .
	Canva Tip: Select + (Add magic) and choose Dropdown to add a list of options to your Docs.
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