Raising chapter funds

Why raise funds?

The reality is a chapter needs money to operate and to run events. The USQ Alumni & Advancement Office allocates AUD500 for new chapters in the first year of chapter operation. We also allocate AUD250 per chapter per year for all continuing chapters, which needs to be applied by Chapter Chair at the beginning of each year. However, it is the University's aim that all alumni chapters will become self-supporting over time. Therefore, any additional money required to run the chapter needs to be raised by members.

How much to raise?

This depends upon how much the chapter will need to run the types of events that are planned. If the chapter members decide activities will be low-key social events that are pay-as-you-go, the amount required by the chapter may be small. However, if the chapter is planning on organising professional development seminars for members or large-scale events, more funds may be required. This is a decision for individual chapters and their members.

How much to raise?

Some ideas for raising funds for the chapter include:
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- a one-off joining fee
- an annual membership fee
- payment per event to cover costs
- sponsorship from local businesses
- an annual fundraising activity.

Important considerations

Chapter funds should be managed professionally, that is, through a nominated bank account with authorised signatories. Financial reports should be presented at committee meetings with an agreement of how surplus funds will be used. It is also important to take into consideration any laws that might impact on the chapter in your specific location.

If you would like to seek sponsorship, we ask that you coordinate your request through the Alumni & Advancement Office in order to preserve USQ's corporate relationships.

We can help

Let us know if you would like some ideas of what has worked for other chapters or if you would like some advice for planning a fund raising event.

If you require any further information or any assistance, contact the Alumni & Advancement Office via email **alumni@usq.edu.au**.