

## Additional Information

For more information on building your leadership skills or getting involved in a leadership role on campus, please contact the Dean of Students office. The Student Organization Area can assist in providing additional advisement to the needs of your club/organization. The Student Leadership Institute provides opportunities such as workshops and a University Leadership Conference. Feel free to contact us for any leadership development or support that you may need. We look forward to hearing from you.

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(714) 278-3211, TSU 235

Student Leadership Institute  
(714) 278-5999, TSU 235

Student Organization Area  
(714) 278-7622, TSU 245



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CAL STATE FULLERTON  
**STUDENT AFFAIRS**

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Do's  
and  
Don'ts

## Dean of Students

## Do's...

**Do** use thoughtful planning—too many events are the product of an impulse.

**Do** be energetic, creative, and enthusiastic.

**Do** spend as little time as possible on fundraisers—they can really bog a group down.

**Do** your homework on immediate needs and final goals.

**Do** have a goal.

**Do** have supplies/ services donated as much as possible.

**Do** watch for opportunities to build on others efforts.  
COLLABORATE!

**Do** utilize multiple approaches to fund raising—sell t-shirts at a dance.

**Do** keep records of everything you do.

**Do** keep track of those who have supported you in the past.

**Do** give donors something tangible for their donation or send a "thank you".

**Do** get committees together before and after every step to applaud successes and to strategize more difficult ones.

**Do** make successful fundraisers traditional.

**Do** set up an A.S. account for easy and reliable record keeping for income and expenses.

**Do** announce or report the results.

**Do** consult your advisor for best approaches for your organization.

## Don'ts...

**Don't** rely totally on dues.

**Don't** allow funds to be controlled by an advisor nor someone unaffiliated with CSUF.

**Don't** let one person completely control all the finances—have at least one more person verify transactions.

**Don't** allow fundraising to disrupt the regular business or programs of the organization.

**Don't** ask anyone to make a donation because you "need" the money.

**Don't** ask for a fixed price when a donation will do.

**Don't** assume that all pledgers will automatically pay—you may have to remind them.

**Don't** expect too much from members—you should have fun and raise money.

**Don't** focus on cash, look for in kind operational support such as phone usage, postage, typing services, etc to help minimize expenses.

**Don't** have a fundraiser based on impulse—plan carefully.

**Don't** let the treasurer handle all of the responsibility—spread it around.

**Don't** wait until the last minute for anything—be prepared!

**Don't** forget—be creative, enthusiastic, and have fun!