

**Office of Community Outreach  
Department of Student Activities  
Guidelines for the Coins for a Cause**

**General Description:** Coins for a Cause is a collaboration between Dining Services, Community Outreach, and various UConn student organizations to raise funds for non-profit organizations. Funds are collected each month through donation boxes located in select Dining Services locations.

Listed below are the responsibilities of each partnering department/group affiliated with Coins for a Cause.

**Responsibilities of Community Outreach:**

1. Identify student organizations in which to partner.
2. Meet with interested student groups to review guidelines and ensure qualifications for participation are met.
3. Manage schedule for Coins for a Cause
4. Develop advertisement and provide Dining Services with the insert for the monthly fundraiser prior to coin delivery.
5. Coordinate coin collection date with Student Activities Business Office and meet with the student organization designee to assure full participation during their chosen coin collection date.
6. Assist student organization with counting, sorting, and rolling donations.
7. Mail the approved letter with the donation check to the sponsored philanthropy.
8. Track all donations & share information with interested parties.

**Responsibilities of Student Organizations:**

1. Fill out Coins for a Cause application.
2. Designate a member from your student organization to serve as main contact person to coordinate with Community Outreach, the Student Activities Business Office, and Dining Services.
3. Appointed designee must meet with Community Outreach staff to review project guidelines and qualifications.
4. Provide Community Outreach with your organization seal/logo and the information for marketing via email.
5. Consult with the designated Community Outreach staff to reserve a day for the coin collection process, based on the needs of all involved parties.
6. Meet for a second time, 1 week before rolling date, to verify coin rolling individuals and agree upon donation letter.
7. On designated coin rolling date:
  - a. Provide 3-4 people to count, sort, and roll the coins on the designated day for coin rolling.
  - b. Deposit collections into your Department of Student Activities Business Office account, on the day of the change drop off. A check for the deposited amount must be written for the sponsored philanthropy and given to the Coins for a Cause Director immediately after the coin rolling process. **(Donations need to be deposited into your business account by 3 P.M)**
  - c. Sign the donation letter on the collection date.

**Responsibilities of Dining Services:**

1. Make donation boxes available and clearly visible for customers.
2. Post materials in all designated locations on the same day that the month prior's donations are given
3. Deliver donations, with assistance from a Community Outreach and a representative from the sponsoring student organization, to the designated drop spot no later than 9 A.M. on the collection day.