Interdisciplinary Biological Sciences Symposium

Fundraising Committee Standard Operating Procedures

The Fundraising Committee is responsible for securing financial and in-kind support to help ensure the success of the symposium. This includes identifying potential sponsors, cultivating relationships, and coordinating outreach efforts. The committee also works closely with other teams to align fundraising goals with event needs. By focusing on the areas outlined in this SOP, the Fundraising Committee plays a vital role in sustaining the symposium's programming and enhancing the overall experience for attendees.

8/28/2025

Purpose

To establish a clear and consistent process for planning, executing, and managing fundraising activities for the IBSS, ensuring adequate financial support for the symposium's success.

Scope

This SOP applies to all members of the IBSS Planning Committee involved in fundraising efforts, including outreach to sponsors, grant writing, and donor engagement.

Responsibilities

Fundraising Chair:

- Oversee all fundraising activities, coordinates with committee members, and maintains sponsor relationships.

Committee Members:

- Assist with outreach, proposal writing, and event promotion.

Treasurer:

- Tracks incoming funds, manages budget, and ensures compliance with institutional financial policies.

Graduate Student Services Specialist:

- Collaborates with the Treasurer to oversee budget compliance, ensuring all payments and reimbursements are processed accurately. Coordinates with departments and external companies to ensure funds are deposited into the correct accounts. Monitors expenditures to ensure the symposium remains within budget.

Procedure

1. Planning Phase

Define Fundraising Goals

- Estimate total budget for the symposium.
- Identify funding gaps and set target fundraising amount.

Identify Potential Sponsors

- Academic departments
- Local businesses

- Biotechnology and pharmaceutical companies
- Alumni and philanthropic organizations

Develop Fundraising Materials

- Sponsorship packet (event overview, benefits, tiers)
- Statement of Purpose
- Email templates and outreach scripts

2. Outreach Phase

Initial Contact

- Send personalized emails or letters to potential sponsors.
- Include sponsorship packet and contact information.

Follow-Up

- Schedule follow-up calls or meetings within 1–2 weeks.
- Address questions and negotiate sponsorship terms.

Confirm Sponsorship

- Send confirmation letter or agreement.
- Collect logos and promotional materials for sponsor recognition.

3. Fund Management

Track Contributions

- Record all donations and sponsorships in a shared spreadsheet.
- Update budget accordingly.

Acknowledge Sponsors

- Send thank-you letters.
- Recognize sponsors on event materials, website, and during the symposium.

4. Reporting and Evaluation

Post-Event Report

- Summarize fundraising outcomes.
- Evaluate effectiveness of outreach strategies.

Archive Materials

- Save templates, sponsor lists, and reports for future use.