SECC Best Practices & Fundraising Ideas

- **PROMOTE your events on the SECC Facebook Page** – We have a Facebook page!! Promote this in your division/department and make sure we get as many followers as we can. Then, promote your event on the page and get more participation.
  www.facebook.com/TAMECC

- **Area and Unit Coordinator Communication** - Make sure to let your Area Coordinator know about what fundraising activities you have planned in your unit/department so they can share with all members of your division/college and hopefully get more participation.

- **Invite Charities to Speak** – If you have a staff meeting, include 5-10 minutes for a charity to come and tell a little about what they do. Have a collection jar at the meeting and collect change and designate that to the charity.

- **Soliciting Donations** – You can request donations for drawings or giveaways. First, identify the charity benefiting from this fundraiser. If the business needs a receipt, that will come from the charity receiving the donation, not from TAMU/TAMUS.

- **Meal Plates or Prepared Foods** –
  - Bake Sales of homemade baked items are exempt from requiring a Brazos County Health Department permit as long as they do not require temperature control (i.e. cookies, cupcakes, brownies, etc. are okay; cheese/meat kolaches, cream pies, cheesecakes are NOT).
  - You can sell meal plates or other prepared foods if they are purchased from a restaurant/caterer that is permitted by the Brazos County Health Department.
  - If you will be preparing the food yourselves (hot dogs, hamburgers, fajita tacos, etc.), confirm if you need a $60 temporary event permit from the Brazos County Health Department. This has to be done at least 72 hours in advance of the event, and all food must be prepared on-site (nothing at home).
  - **If you are conducting your food-related fundraiser entirely within your department or building,** then you may not need a form or permit. Any public sales or food distribution must be approved in advance, though, and may require further permitting. See the “How do I get approval to serve food at my event?” page on the EHS website for more information: [https://ehs.tamu.edu/how-do-i/get-approval-to-serve-food-at-my-event/](https://ehs.tamu.edu/how-do-i/get-approval-to-serve-food-at-my-event/)
  - Anyone serving food, regardless of where it was prepared, should wear an appropriate hair restraint and gloves. Face coverings are optional.
  - It is also recommended to keep on hand any receipts for prepared food purchased and contracts with caterers in case the Health Department needs verification of when and where the items were bought.

- **Ice Cream Social** – You may serve store-bought ice cream, popsicles, etc. Individual, pre-portioned servings are recommended to avoid issues surrounding the proper use and sanitation of the service utensils.

- **Auctions** – You can organize an office or online auction. Handmade items, donations from businesses and services make great items.

- **Plan fundraisers around special dates and/or occasions** - October is Breast Cancer Awareness Month (pink theme); Patriot day is September 11, Halloween, football season....
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Fundraising ideas:
- Watermelon seed spitting contest
- Jeans Days
- Bake Sale
- Ice Cream Social
- Snow Cone Sales*
- Breakfast Tacos
- Lunch plates
- Tip/Change jar in break room
- Profit Shares
- Pie in the face contest
- Halloween costume contest/Pumpkin carving contest/door decorating contest
- Food cook off contest
- Silent Auction

VIRTUAL IDEAS!
- Virtual Walk, Run or Bike
- Online Auction
- Virtual Talent Show/Open Mic Night
- Virtual Cooking Lessons
- Virtual Paint or Craft Night
- Virtual Rubber Duckie Race
- Virtual Tour – building, lab, highlight architecture...
- Virtual Movie Night with Netflix Party

*Confirm permission with Chartwells to bring food trucks to your building.