



## Frequently Asked Questions

DONOR FAQS	
What is SWARMfunding?	SWARMfunding is the crowdfunding platform used at Sacramento State to help raise funds for student projects and programs on campus. SWARMfunding provides a secure space for supporters to come together to learn about and donate to causes that are meaningful to them.
How can I help support a campaign?	Whether you are a student, faculty, staff or a community member, you can provide support to your project of choice by making a donation and sharing the cause with friends, family, and on social media.
Is my payment information secure?	Yes, donations made through this SWARMfunding site are safe and secure.
Is my donation eligible to be matched by my employer?	Yes, follow the link below to see if your company is match eligible. <a href="http://www.matchinggifts.com/csu/">http://www.matchinggifts.com/csu/</a>
Where does my money go?	There are no setup or maintenance fees through SWARMfunding, unlike external crowdfunding platforms. Your money goes to support the cause. The University Foundation at Sacramento State shall assess a one-time fee of 3% on any new contributions made to endowment and expenditure funds.
Is my gift tax-deductible?	Yes, your gift will be processed through The University Foundation at Sacramento State which is a 501(c)(3) non-profit organization. You will receive a receipt with more tax information.
What is our privacy policy?	The information you provide, such as your name, email address, postal address, phone number and other information necessary to process your gift is added to our alumni/donor database. All information concerning donors shall be used only for approved University alumni, membership and fundraising purposes. The University, its affiliates, and auxiliary organizations may not use or release donor information for commercial purposes except as specifically authorized by state law.
Who can I contact with more questions?	Feel free to reach out to Nick Driver, Senior Annual Giving Officer, at <a href="mailto:nick.driver@csus.edu">nick.driver@csus.edu</a> or (916) 278-4354.

APPLICANT FAQS	
What is SWARMfunding?	SWARMfunding is the crowdfunding platform used at Sacramento State to help raise funds for student projects and programs on campus. SWARMfunding provides a secure space for supporters to come together to learn about and donate to causes that are meaningful to them.
How do I get started?	Please click the "Apply" link at the top of the SWARMfunding home page to begin your application. Be sure to give yourself plenty of lead time to collect all of the information required by the application.
How long does it take to process a SWARMfunding application?	Applications are processed on a first-come-first-served basis. Please allow a minimum of 10 business days for processing. Once your campaign is approved or denied, an Annual Giving staff member will contact you to discuss next steps.
How long should we run a campaign on SWARMfunding?	Campaigns typically run for 30-60 days. Plan on setting aside around 20 hours of time before your campaign to prepare your page, emails, videos and any other marketing material you will need. During the campaign you will need to commit 1-2 hours a week to promotion.

What happens if we do not reach our campaign goal? What if we exceed our campaign goal?	All funds raised during your campaign will go to your project, even if your goal is not reached. Should you exceed your campaign goal, extra funds may be used for similar projects within your College.
How much does it cost to use the SWARMfunding platform?	There are no setup or maintenance fees through SWARMfunding, unlike external crowdfunding platforms. Funds raised goes to support your cause. The University Foundation at Sacramento State shall assess a one-time fee of 3% on any new contributions made to endowment and expenditure funds.
What is our privacy policy?	The information you provide, such as your name, email address, postal address, phone number and other information necessary to process your gift is added to our alumni/donor database. All information concerning donors shall be used only for approved University alumni, membership and fundraising purposes. The University, its affiliates, and auxiliary organizations may not use or release donor information for commercial purposes except as specifically authorized by state law.
Can I use an external crowdfunding platform instead of SWARMfunding?	No, use of an external crowdfunding platform is prohibited.  According to the California State University, Sacramento policy manual, "The Office of University Advancement is responsible for raising philanthropic support for California State University, Sacramento and for oversight of all activities whose purpose is to secure and manage private gifts for the campus.... Solicitations of funds or property are not to be made by anyone in the name of, or for the benefit of, the University without prior approval of the Vice President for University Advancement.... The University Foundation at Sacramento State is the University's philanthropic auxiliary. All gifts in support of the goals, missions, and programs of California State University, Sacramento (including all colleges, schools, and academic and non-academic units) are to be solicited through this foundation."  Policy Manual <a href="http://www.csus.edu/giving/pdfs/policy-manual-6-30-17.pdf">http://www.csus.edu/giving/pdfs/policy-manual-6-30-17.pdf</a>
What happens if we do not use all of the funds we raise this year?	If after one year from the end of your campaign any of your funds remain unspent, those funds will be absorbed by the discretionary account of your associated College or program.
Who can I contact with more questions?	Feel free to reach out to Nick Driver, Senior Annual Giving Officer, at <a href="mailto:nick.driver@csus.edu">nick.driver@csus.edu</a> or (916) 278-4354.

#### List of DODs Contact Information

- Nebrisa Fish  
Director of Development, College of Education and College of Social Sciences and Interdisciplinary Studies  
(916) 278-6989  
[nebrisa.fish@csus.edu](mailto:nebrisa.fish@csus.edu)
- Jennifer Navarro  
Director of Development, College of Natural Sciences and Mathematics  
(916) 278-6288  
[jennifer.navarro@csus.edu](mailto:jennifer.navarro@csus.edu)
- John Power  
Director of Development, College of Business Administration  
(916) 278-2452  
[jpower@csus.edu](mailto:jpower@csus.edu)
- Sharon Takeda  
Director of Development, College of Health and Human Services  
(916) 278-3922  
[sharon.takeda@csus.edu](mailto:sharon.takeda@csus.edu)
- Antoinette Vojtech  
Director of Development, College of Engineering and Computer Science  
(916) 278-4912

[antoINETte.vojtech@csus.edu](mailto:antoINETte.vojtech@csus.edu)

- Lisa Woodard-Mink  
Director of Planned Giving and Director of Development for University Library  
(916) 278-3852  
[lisa.woodard-mink@csus.edu](mailto:lisa.woodard-mink@csus.edu)
- Tess Dyer  
Director of Development, College of Arts & Letters  
(916) 278-5184  
[tdyer@csus.edu](mailto:tdyer@csus.edu)