

## **PART ONE:**

Being able to keep track of your profit-shares, fundraising events, company contacts, and payments from your various events is a vital part of this role. Create **TWO** different sheets:

- 1) A sheet showcasing how you will keep track of all your events
- 2) A sheet tracking transactions during a hypothetical fundraiser

Link to sheets:

[https://docs.google.com/spreadsheets/d/1n\\_A4w4wmbGP2Hny7kIqhNLUZwod45HPDCW5XJ\\_oJkI/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1n_A4w4wmbGP2Hny7kIqhNLUZwod45HPDCW5XJ_oJkI/edit?usp=sharing)

- 1) Sheet one shows my event tracker with some example events from the fall semester + an idea for spring.

Event Name	Event Type	Partner / Organization	Event Date	Contact Person	Contact Email	Contact Phone	Venue / Location	Expected Attendance	% Share	Cost	Revenue	Profit	Status	Notes / Follow-ups
Kokee Tea	Profit-Share	Kokee Tea	1/21/2026	Managers Name	kokee.manager@kokee.com	281-XXX-XXXX	Kokee Tea	75	20% of sales	\$0.00	\$525.00	\$105.00	Confirmed	Ask marketing to post
Dave & busters	Social / Profit-Share	Dave & Busters	2/6/2026	Mr. Dave	D&B@gmail.com	713-XXX-XXXX	7620 Katy Fwy #100, Houston, TX 77024	50	30% Charge cards	\$0.00	\$1,000.00	\$300.00	Confirmed	Work with MR to push event
Bake Sale	Fundraiser	N/A	3/18/2026	N/A	N/A	N/A	SCS	60	N/A	\$45.00	\$200.00	\$155.00	Planning	Work with ops for food
Astros Game	Social / Profit-Share	Astros	3/26/2026	Astros PR	astros@email.com	832-XXX-XXXX	Dalikin Park	45	40% of ticket sales	\$0.00	\$2,025.00	\$810.00	Planning	Confirm promo code with POC
										\$45.00	\$3,750.00	\$1,370.00		

- 2) Sheet two is an example of transaction tracking during a hypothetical bake sale

Item	Cost (per unit)	Price (per unit)	# Total Sold	Total Cost	Revenue	Profit
Chocolate Chip Cookie	\$0.25	\$1.50	20	\$5.00	\$30.00	\$25.00
Brownie	\$0.50	\$2.00	16	\$8.00	\$32.00	\$24.00
Kolaches (sausage cheese)	\$2.00	\$5.00	20	\$40.00	\$100.00	\$60.00
Glazed donut	\$0.45	\$1.50	40	\$18.00	\$60.00	\$42.00
Oatmeal Raisin Cookie	\$0.30	\$1.50	8	\$2.40	\$12.00	\$9.60
Banana Bread Slice	\$0.45	\$2.00	12	\$5.40	\$24.00	\$18.60
Gluten-Free Muffin	\$0.60	\$3.00	6	\$3.60	\$18.00	\$14.40
Iced Coffee (Small)	\$0.75	\$4.00	52	\$39.00	\$208.00	\$169.00
Hot Cocoa	\$0.75	\$3.00	70	\$52.50	\$210.00	\$157.50
			244	\$173.90	\$694.00	\$520.10

## **PART TWO:**

Another vital part of this job is the ability to communicate professionally with business and event managers. This includes reaching out via emails, phone calls, or in-person meetings. Please draft an email to a business owner attempting to set up a profit-share or fundraiser event and include the following:

- 1) Subject line
- 2) Introduction
- 3) Event explanation
- 4) Signature

### **MISSO x Cidercade Profit Share proposal**

Good morning,

My name is Zachary Saenz, I'm the Spring 2026 Fundraising Officer for MISSO (Management Information Systems Student Org) at the University of Houston. I'm reaching out to inquire about hosting a profit share fundraising event at Cidercade sometime this upcoming semester.

Based on similar events we've held in the past, we're expecting around 40-50 students in attendance. If you have previous experience hosting similar events, could you share how your company usually handles the revenue split? We are flexible regarding the structure of the profit share, whether it be through ticket sales, drink sales, or any other method your company prefers. All proceeds from the fundraiser would go directly toward scholarships for our members, which totaled nearly \$2,500 last semester.

We're extremely excited about the opportunity to partner with you to raise money for our members!

Please let me know the next steps so we can determine potential dates and work out any formal documents. Thank you in advance and feel free to reach out if you have any questions.

Best Regards,

Zachary Saenz  
Fundraising | MISSO UH  
[zacharysaenz@gmail.com](mailto:zacharysaenz@gmail.com)  
281-896-7486

### **PART THREE:**

Throughout the semester, you will be hosting a variety of fundraising events, typically on campus. Think of the Bake Sale and the Pie in the Face fundraisers. These events will more than often bring in the most amount of money during your tenure. Acting as MISSO's Fundraising Officer, I want you to brainstorm a brand new on-campus fundraiser that has not been done before. Be sure to include all of the following:

- 1) What the event is (explain in detail)
- 2) Who will you reach out to (and how will you market the event)
- 3) How will you execute the idea (your game plan)
- 4) Some obstacles that you will face (and how you will overcome them)
- 5) Your event budget, expected revenue, and expected profit (using formulas)
- 6) Will you need volunteers (and how you will source them)

### **Build Your Own Bouquet (BYOB)**

#### 1) What?

This fundraiser will take place sometime during the week leading up to Valentines Day. The event will consist of a bouquet crafting table set up near the Student Center where students can assemble their own bouquets using fresh flowers, greenery, and decorative wrapping. Students can select several stems from different buckets (roses, carnations, baby's breath, eucalyptus, etc.) then wrap their flowers using paper and tie it with a ribbon. A small notecard will be provided so they can write a message. The goal is to sell an experience, rather than pre-made bouquets, allowing students to put their personal touch on their bouquets.

#### 2) Who?

The goal for this event is to market to students within and outside of MISSO. My idea is that members can share the event with their friends and significant others and encourage them to stop by and make bouquets as gifts. Posting flyers and setting up additional signage will help spread the word to get max participation. Teaming up with marketing, we will push this event through all channels to get max visibility and awareness. We could also offer an extra flower or bouquet

decoration to anyone who posts a picture to their social media tagging MISSO, encouraging others to come to our fundraiser.

3) How?

We can source fresh flowers and greenery from Costco, Sams Club, HEB, or Trader Joes the day leading up to the event. Decorative supplies like ribbon, plastic/paper sleeves, scissors, note cards, and markers can be purchased from Dollar Tree. The event will consist of a few tables with buckets of flowers. One table can be used for putting the bouquet together while another is used for decorations.

4) Obstacles & Solutions

- Other orgs with similar ideas - Be first, have the best selection of flowers
- Not enough volunteers - reward ops members with points for helping at the event and schedule officers to cover in shifts
- Leftover flowers - Lower the price of bouquets and sell flowers individually until sold out. (Donate any other leftovers)

5) Budget, Revenue, Profit

To maximize sales and accessibility, the fundraiser will offer two bouquet options. A standard bouquet priced at \$7 (3 stems + greenery) and a premium bouquet at \$10 (5 stems + greenery). Tiered pricing will allow students to choose an affordable option while increasing our revenue through a higher-value premium option. The total cost of the event including the flowers, greenery, string, notecards and markers is approximately \$300. If we sold all flowers, our total expected revenue would be \$780, putting profits around \$480.

6) For this event I will source volunteers from the Operations committee, offering points in exchange for shifts at the flower table. I can also schedule officers so that there are always two at the event, processing payments and supervising. Points can be awarded to any member that takes pictures and shares to social media.

#### **PART FOUR:**

While the Fundraising Officer position may not be the most demanding within the officer team, being a MISSO officer comes with a time sacrifice. Especially for the Fall semester, when recruiting is at its peak, being a MISSO officer and student can be a bit overwhelming. Describe what your availability will look like for the upcoming Fall 2025 semester:

- 1) How many classes and class hours are you taking
- 2) Will you be working, and if so, what days and how many hours per week
- 3) How many hours do you think you can give to MISSO per week
- 4) Will there be any restraints that will affect your ability to perform

#### **My Response:**

- 1.) For the spring semester I will be taking 4 classes totaling 12 hours. All of them are in person on the main campus and early in the day so they do not interfere with my responsibilities.
- 2.) I will be working for only 1 or 2 weekends out of the whole semester, reporting for my Navy duties in New Orleans. This is mostly flexible, and subject to my availability.
- 3.) Given my courseload and minimal work schedule. I see myself being able to give MISSO over 30 hours a week, not to include the weekends. Closer to 40 including weekends.
- 4.) There are no restraints that I can think of that will affect my ability to perform, but should any come up I will communicate them to my team asap.

## **PART FIVE:**

As you will have nearly the entire Summer to plan and set up your events, if you choose to do so, you will have quite a lot of free time on your hands. In free response, explain what you will choose to do in the situation that your events are all set up before the start of the semester. There is no right or wrong answer.

In addition, explain what you enjoy doing outside of school, as this will allow us, the readers, to gain a better understanding of who you are. You may be as open as you like with this response.

### **My Response:**

If I find myself with nothing to do at the start of the semester, then I'm doing something wrong. I think that being in an officer role, there is always something that needs attention or someone that might need help. If I somehow do end up with free time, I'll reach out to other officers and give them any support they might need. This could look like helping Member relations with event coordination, collaborating with Marketing on media design and posts, or working with Public Relations to ensure everyone has the resources they need to be successful. I feel as though MISSO's greatest strength is its community and I look forward to contributing to that environment, whether it's by helping other officers or making sure our members are feeling supported, involved, and considered.

Outside of school and work, I love trying new coffee shops and restaurants. While it's an expensive hobby, it's one of my favorite ways to explore Houston while knocking out homework assignments. When I'm not in class, I try to make it a priority to stay active by playing pickleball, rock climbing, hiking, and even snowboarding whenever I can find the time. Getting outside, changing the scenery, and getting some fresh air keeps me grounded, especially since so much of my time is spent on campus or sitting behind a screen. I also enjoy bringing people together through gatherings like dinner parties, happy hours, and social or sports outings. Ultimately, I value good company and sharing experiences with those I care about, and I hope to use this passion to create fun and engaging fundraising events that will strengthen our community while giving back to members.