



One goal of the Students Against Trafficking & Exploitation (SATE) club program is for students to come up with creative ways to **spread awareness** and **raise funds** to support the fight against human trafficking and child sexual exploitation.

#### **Fundraising Guidelines:**

1. Verify with your administration that your school allows clubs to fundraise for outside entities. Note, Human Trafficking Prevention Alliance (HTPA) is a 501(c)(3) non-profit and all donations are tax-deductible. EIN: 93-1816299
2. At least 2 weeks prior to your fundraising event, please fill out a [Project Request Form](#). This helps us keep track of your event so we can support your efforts!
3. Follow the steps outlined below to create your on line fundraiser. This will allow you and us to track your event's fundraising!
4. If someone donates cash or check, please have your club treasurer or advisor mail the funds to this address:

Human Trafficking Prevention Alliance  
P.O. Box 50324  
Sparks, NV 89435

#### **Creating Your Fundraiser:**

1. Use this [link](#) to create your fundraiser.
  - a. Include the name of your school and event, fundraising goal, and a description of the event. Adhere to the Fundraising Guidelines while planning your fundraiser.
2. For "Goal Date," select the date of your event, or the final date of your ongoing fundraising campaign.
3. Copy the generated QR code and insert it on the Event Printout (last) page of the SATE manual. This includes a spot for you to insert your event's QR code in a professional-looking document that you can print out and have posted around your event
4. Track your fundraiser's progress using [Give Butter](#)!
5. Fill out the [Post-Event Form](#) once your fundraiser is completed.

Please let us know if you have any questions by emailing [SATE@ht-prevention.org](mailto:SATE@ht-prevention.org)

**Thank you for your efforts!**