

# Submission Checklist

Use this checklist to gather items and prepare to submit your project to HuskyStarter. Staff in Advancement can provide best practices for crowdfunding and fundraising. Contact us at [studentgiving@northeastern.edu](mailto:studentgiving@northeastern.edu).

- ☐ Review the HuskyStarter FAQ  
*[huskystarter.northeastern.edu/pages/faq-2100](http://huskystarter.northeastern.edu/pages/faq-2100)*
- ☐ Get Approval from CSI or Club Sports  
*Share your plan to submit a project with CSI via NU Engage or Club Sports contact (if applicable).*
- ☐ Obtain Designation Number (formerly cash index)  
*Eight (8) digit number that starts with "DN". E.g. DN1111-15  
Your treasurer, CSI, SABO or club sports contact or faculty/staff advisor can provide you with this number.*
- ☐ Project Title
- ☐ Project Tagline  
*15 words or less.*
- ☐ Project Budget  
*Use your budget to determine your fundraising goals.*
- ☐ Project Summary  
*How will gifts to your project make a difference at Northeastern, the greater community, and/or your educational experience? What are you raising money for, and why should donors support your project?*
- ☐ Project Timeline
- ☐ Project Marketing Plan  
*How will you let the world know about your project? You will need a plan to get donors for your HuskyStarter project.*
- ☐ Plan to Thank Donors
- ☐ Faculty/Staff Advisor Letter (required)  
*A brief letter from your faculty/staff advisor that attests to your accountability and commitment to your project. Additionally the letter must confirm the faculty/staff advisor will support you and the organization on this project.*
- ☐ Images  
*Images needed to build the HuskyStarter page for your project.*

Image	Requirements	Format	
Icon	Square At least 500 px x 500 px	.JPG or .PNG	<b>Required.</b> We suggest your organization's logo. Image will be cropped to a circle.
Banner	Horizontal 1920 px x 355 px	.JPG or .PNG	<b>Optional.</b> For best results avoid images with people and/or text.
Gallery	Horizontal 680 px x 400 px	.JPG or .PNG	<b>One image is required.</b> You can have up to four images.

- ☐ Video (optional)  
*Consider making a short video (two minutes or less) to talk about your project. Upload you video to YouTube or Vimeo and obtain URL.*