

Submission Checklist

Use this checklist to gather items and prepare to submit your project to HuskyStarter. Staff in the Alumni Relations can provide best practices for crowdfunding and fundraising. Contact us at huskystarter@northeastern.edu.

- Review the HuskyStarter FAQ
huskystarter.northeastern.edu/pages/faq-2100
- Obtain Cash Index Number
Student orgs: six (6) digit number that starts with "802" or "803". Club sports teams: six (6) digit number that starts with "3". Your CSI program manger 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
- Talk to your CSI Program Manager
Share your plan to submit a project with your CSI Program Manager or Club Sports Contact (if applicable).
- 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	Required. We suggest your organization's logo. Image will be cropped to a circle.
Banner	Horizontal 1920 px x 355 px	.JPG or .PNG	Optional. For best results avoid images with people and/or text.
Gallery	Horizontal At least 680 px x 400 px	.JPG or .PNG	One image is required. 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.