



COM Fundraising Application Form

This form must be turned in to the director of student life's office located in the Student Center, Room 116, 15 business days prior to the planned event or solicitation.

Student Club/Organization:

Student Club/Organization Advisor:

Extension:

Type of Event (check one) Fundraiser Drive Solicitation

Purpose of the fundraiser or solicitation (ex. trip or activity that you need money for):

Date of Fundraising Event*: Time of Fundraising Event:

*Fundraising must cease once the funds are raised for the trip or activity.

Location:

Have you reserved space? Yes No Not Applicable

Description of the fundraiser or solicitation

Will donations be solicited from off-campus persons, organizations or corporations? Yes** No

**If yes, please list names or persons/organizations and items being solicited:

(Continue the list on the back or an attached sheet of paper if necessary.)

By signing this I agree to abide by the guidelines in the clubs and organizations handbook or my club/organization risks losing College fund-raising privileges and recognized club/organization status.

Student Club/Organization Advisor

Date

A budget worksheet must be attached to this application form detailing what funds are currently available to the club/organization and how the funds will be used.

Office Use Only

Approved: Director of Student Life

Date

Final Approval: Director of Foundation or designee

Date