

SOLICITATIONS AND FUNDRAISING

FI
(EXHIBIT)

GUIDELINES

1. The application form for fundraising activities by recognized student organizations must be completed and submitted for approval 15 days prior to the event or solicitation to ensure that there is enough time to evaluate the request. Application forms are available in the student life office. Applications for fundraising activities must be submitted and reviewed by the director of student life. Solicitation application must also be approved by the director of the COM foundation. (See application below)
2. All activities require an application and a budget, listing all sources of revenue for the proposed activity.
3. The use of the College's good name and logo will be limited to acceptable activities and to the sort of activities that will take into consideration the institutional values of the College and the promotion of a healthy lifestyle.
4. There will be no alteration of the college's letterhead or logo on fund raising materials or letters. Proposed letters or other material that will be mailed internally or externally must be attached to the application form for approval.
5. Direct solicitation of funds via campus mail or email is prohibited, unless, pre-approved by the director of COM foundation.
6. All funds raised will be expended as per the application form and budget. Once the fundraising campaign has concluded, all activity relating to the fundraising shall cease.
7. The campus food services vendor must be contacted if the event or activity involves serving food on campus.
8. Student groups are not allowed to solicit donations or gifts from local merchants or corporations without submitting an application form and budget, and securing pre-approval from the director of student life and the director of COM foundation.
9. If the event involves an outside vendor, who will be compensated for services, a written service agreement with the

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vendor must be attached to the application form for approval.

10. If the activity involves selling raffle tickets in a public place, off campus, the facility representative must be informed and appropriate approvals secured and attached to the application form. College policies must be observed at all times.
11. If raffle tickets are going to be sold on campus in conjunction with an event, the approval of the director of student life must be attached to the application form.
12. Student clubs and organizations may organize clothing drives and other similar activities for off-campus charities. An approval form for the fundraising must be submitted and proceeds/items from the activity must be sent to the charity within three business days after the event.
13. All funds raised must be deposited in the COM Business Office the same day received, if possible, or on the next working day.
14. Clubs and organizations that fail to abide by the above guidelines may lose college fundraising privileges and club membership status.



College of the Mainland®

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COM Fundraising Application Form

Complete this form only if raising funds from a local business or outside the community.

This form must be turned in to the Student Life Office located in the Student Center, Room 111, 15 business days prior to the planned event or solicitation.

Name of Student Club/Organization _____

Name of Contact Person and Phone Number _____

Type of Event (check one) ☐ Solicitation ☐ Fundraiser

Date of Event _____ Time of Event _____

Location _____ Have you reserved space? ☐ Yes ☐ No ☐ Not Applicable

Description of the event or solicitation _____

Purpose of the event 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.)

Other information/notes:

Student Club/Organization Advisor _____

Date _____

**The budget must be attached to this application form
detailing what funds have been raised thus far and how the funds will be used.**

Office Use Only

Approved: _____
Director of Student Life

Date

Final Approval: _____
Director of Foundation

Date