

# COM Fundraising Application Form

This form must be turned in to the Director of Student Life's office located in the gym, 10 - 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

**State the purpose of the fundraiser or solicitation (ex. trip or activity that you need money for) including when you expect to spend the money that is raised and how much money is needed. :**

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

Describe your fundraiser or solicitation (ex. carwash, coat drive, asking for donation of water, etc.):

Will donations be solicited from off-campus persons, organizations or corporations?

Yes\*\*

No

**\*\*If you will be soliciting donations, attach a list of the people/organizations and items being solicited from them.**

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