This form must be turned in to the Director of Student Life’s office located in the gym, 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.**

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 fundraising 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