

PROPOSED FUNDRAISING REQUEST FORM

INDIVIDUAL/ORGANIZATION: _____ TODAY'S DATE: _____

CONTACT PERSON: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

DATE OF FUNDRAISER: _____ LOCATION OF FUNDRAISER: _____

DESCRIPTION OF FUNDRAISER: _____

PURPOSE OF FUNDS RAISED: _____

ESTIMATED FUNDS TO RAISE: _____

WHO WILL YOU SOLICIT? (Be as specific as possible by including names and/or descriptions of individuals and/or businesses you expect to approach: _____

SIGNATURE OF ADVISOR/COACH: _____

Required

(DATE)

ATHLETIC DIRECTOR: _____

Mike Duffy or Ali Alamdari Required if Fundraiser is taking place at an athletic event, or facility

(DATE)

ALUMNI DIRECTOR: _____

Marsha Fielder

(DATE)

SODEXO: _____

Required if the Fundraiser involves food in Ritchie, Caine, or Arrington

(DATE)

AUXILIARY SERVICES: _____

(AC Bookstore) Required if the Fundraiser involves purchasing or selling any AC logoed items

(DATE)

ACADEMIC AFFAIRS: _____

Required if the Fundraiser is for an Academic Department or Faculty member

(DATE)

STUDENT ACTIVITIES: _____

Required

(DATE)

DEVELOPMENT OFFICE: _____

Required

(DATE)

This form **MUST** be turned into the Student Activities Office (Caine 235) 7 business days prior to the start of the fundraiser. If it is not, there is no guarantee approval will be granted for the Fundraiser to begin on the listed start date.

ON-CAMPUS FUNDRAISING PROCEDURES

All campus fundraising projects must be approved by the Office of Student Activities. This policy includes athletic teams, departmental clubs, honorary societies, and all student organizations **and includes both on and off campus fundraising projects**. The procedure for approval is as follows:

- 1) The request form will be checked against a calendar showing other fundraising events. The Office of Student Activities reserves the right to determine the appropriateness of all solicited materials.
- 2) In the case of projects involving sales in the residence halls, only one door-to-door solicitation date per group (one day only) in each hall will be permitted per week, and no more than one sale per day will be permitted in each hall (at the discretion of the Residence Life Coordinator). If additional permission is needed, you will need to contact the Director of Campus Life.
- 3) In cases where fundraising in the community is involved, additional permission must be granted by the Vice President of Development.
- 4) For sales at athletic events, permission must be granted by the Athletic Director. A copy of the approved Fundraising form must be taken to the event with you. If you do not have proper approval, you will be asked to leave.
- 5) For the sale of items utilizing the name, logo or mascot of Adrian College, additional permission must be granted by the Director of Auxiliary Services (AC Bookstore).
- 6) No overt solicitation is permitted (i.e. hawking, barking, hassling, etc.)
- 7) Permission will be given only for the specified dates. The request form must specify the beginning and conclusion of the project in cases where more than one day of fundraising is desired.
- 8) The Director of Campus Life or designee will sign all approved forms.
- 9) Approved projects may be advertised in accordance with existing advertising policies. All postings must be approved and stamped in the Student Activities Office, prior to copies being made.
- 10) No funds solicited on campus are to be used for the purchase of alcoholic beverages.
- 11) Any raffle must be approved through the State of Michigan Raffle Licensing Process. Please allow 8 weeks to get State approval for any raffle.
- 12) Bake sales are permitted if the organization is making a product to be sold or if it is purchased and prepackaged by an outside source. If the organization is making the product, one or more of its members must have a Food Handler's License. Food Handler's Licenses must be on file with the Office of Student Activities.

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