

# FUNDRAISING APPROVAL

## (Please Print)

Organization \_\_\_\_\_

Person(s) Responsible \_\_\_\_\_

Caine or Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Proposed activity description (please be specific) \_\_\_\_\_

\_\_\_\_\_

Proposed campus location of activity (if off-campus, indicate where) \_\_\_\_\_

\_\_\_\_\_

Who does this benefit (which charity or your organization)? \_\_\_\_\_

Have you contacted the Public Relations department on campus (ext. 3862) if you are interested in press coverage? Y/N

Date(s)/hour(s) of activity \_\_\_\_\_

\_\_\_\_\_  
(Signature of organization representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Advisor)

\_\_\_\_\_  
Date

.....  
OFFICE USE ONLY

Approved by \_\_\_\_\_  
Residence Life\* (3861/3886)

\_\_\_\_\_  
Date

Approved by \_\_\_\_\_  
Athletic Office\* (4210)

\_\_\_\_\_  
Date

Approved by \_\_\_\_\_  
Institutional Advancement\* (4324)

\_\_\_\_\_  
Date

Approved by \_\_\_\_\_  
Student Activities Office (3811)

\_\_\_\_\_  
Date

## **FUNDRAISING POLICY**

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

- 1) The organization wishing to sponsor a fund raising event will complete a Fund Raising Request Form, available in the Office of Student Activities, 235 Caine Student Center.
- 2) The request form will be checked against a calendar showing other fund raising events. The Office of Student Activities reserves the right to determine the appropriateness of all solicited materials.
- 3) 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 each Resident Director). If additional permission is needed, you will need to contact the Director of Residence Life.
- 4) In cases where fund raising in the community is involved, additional permission must be granted by the Vice President for Institutional Advancement.
- 5) For sales at athletic events, additional permission must be granted by the Athletic Director. A copy of the approved Fund Raising form must be taken to the event with you. If you do not have proper approval, you will be asked to leave.
- 6) For the sale of items utilizing the name, logo or mascot of Adrian College, additional permission must be granted by the Campus Bookstore manager.
- 7) No overt solicitation is permitted (i.e. hawking, barking, hassling, etc.)
- 8) 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 fund raising is desired.
- 9) The Director of Student Activities or designee will sign all approved forms.
- 10) Approved projects may be advertised in accordance with existing advertising policies.
- 11) No funds solicited on campus are to be used for the purchase of alcoholic beverages.
- 12) Raffles may not be used as a means of fund raising.
- 13) Bake sales may not be used as a means of fund raising.