



Request for Fundraising Form

Office of Student Activities
Belmont Abbey College
204 Student Commons
704-461-6780
patrickmottter@bac.edu

Received: _____

Submit this form a minimum of two (2) weeks before the fundraising event to the Office of Student Activities. *Exceptions for late submittals will be evaluated on an individual basis.* Only Student Organizations that are recognized by the College and SGA will be allowed to fundraise on Belmont Abbey College property.

Any Student Organization found to be fundraising without approval from the Office of Student Activities will be required to cancel fundraising efforts and will become ineligible for any funding from SGA and Fundraising for a minimum of 6 weeks.

Organization Information

Name of Organization: _____

Organization Contact: _____

Position in Organization: _____

E-mail Address: _____ @bac.edu

Cell Phone #: _____

Fundraiser Information

Name of Fundraiser: _____

Fundraising for:

- Our Own Organization
- Other BAC Organizations: _____
- Off Campus Organization: _____

Description/Purpose of Fundraiser:

Attach a copy of all advertising materials for the fundraiser (including e-mails that will be sent and flyers to be hung around campus) and a brief timeline of the fundraiser (include when e-mails will go out, when flyers will go up and when the actual fundraising activities will take place).

Fundraising Goal (\$\$\$): _____

of People Fundraising: _____

Preferred Dates for Fundraiser: _____ (1st choice) _____ (2nd choice)

Signatures

We certify that the above information accurate and honest. We understand that once approval has been granted we must complete this fundraiser as described above in the time set above. Failure to do we may prevent us from being able to participate in future fundraising endeavours.

Chapter President

Fundraising Coordinator

Faculty/Staff Moderator

Approval

Coordinator of Student Activities

Date: _____

Director of Database Management, College Relations

Date: _____

A copy of approval will be dated and returned to the Organization Advisor, Fundraiser Coordinator, Belmont Abbey College's Director of Database Management and included in the Organizations file in the Office of Student Activities.