



FUND-RAISING REQUEST FORM

Please read the following information before submitting a Fund-raising Request Form to ensure that your organization qualifies to receive support from the Student Council.

Who May Fund-raise?

Any permanent chartered student organization on active and registered status with the Student Council. A student organization must have a constitution on file with the Student Council and have been approved and recognized by the Student Council. Guidelines for student organizations can be found in the Student Council Bylaws under item II. Organization Charter (page 191 in student handbook).

What Must I Do To Request Permission To Fund-raise From Student Council?

You must fill out the form below and submit it to the Student Council. Forms must be submitted to the Student Council **five days prior to the upcoming meeting** in order to be voted on during that meeting. Student Council meetings are held on Monday evenings, making the deadline due on the Wednesday prior to a meeting. If the deadline is missed, the funds will be examined at the next meeting two weeks later.

Once your paperwork is complete you may submit your request electronically to the Student Council (studentcouncil@bethelcollege.edu). All organizations submitting a request must send a representative to the Student Council meeting. Members of the Student Council will review the request at that time and approval of fundraising will be granted to those organizations that qualify (chartered student organization).

The guidelines for fund-raising are outlined in the Student Council Bylaws (located online and in the back of the student handbook [p. 195])

After Approval From The Student Council?

If the request has approval from the Student Council, then they will send on for review from the vice president for Student Development and vice president for Institutional Advancement.

When the vice president for Student Development and vice president for Institutional Advancement approve the fund-raiser, the organization may then proceed with the proposed plans.

In-Kind Donations

These type of donations include items such as clothing, household items, children's books, non-perishable food, and other non-monetary items.

Questions

If you have any questions, please contact the Student Council at studentcouncil@bethelcollege.edu



FUND-RAISING REQUEST FORM

Name of Organization:

Organization Address:

Organization Advisor:

Email Address:

Contact Number:

Organization Contact:

Email Address:

Contact Number:

Name of Event/Activity:

Fund-raising Dates (please list three):

- | | |
|-----------|------|
| 1. Start: | End: |
| 2. Start: | End: |
| 3. Start: | End: |

Fund-raising Location(s)

- 1.
- 2.
- 3.

Amount/Goal:

Type of Donations sought (check all that apply):

- Cash
- In-Kind Donations (describe)
- Equipment (describe)
- Other:

Please describe your proposed fund-raiser in detail:

Please describe the way the money will be used:

List businesses, organizations, individuals you plan to solicit (you may attach a list):

How do you plan to provide recognition for any donations received (i.e., thank-you letters, etc)?

Please submit this form electronically to the Student Council via e-mail at studentcouncil@bethelcollege.edu

For Official Use Only:

Reviewed Date:

Current fund-raising request happening concurrently:

Student Council Approval: Approved Not Approved
Comments:

VP of Student Development Approval: Approved Not Approved
Comments:

VP of Institutional Advancement Approval: Approved Not Approved
Comments:



FUND-RAISING REQUEST FORM – FOLLOW UP

Name of Event/Activity:

Total Dollars Raised:

Total In-Kind Donations Received:

Please list the name of donors who contributed to you activity and what they contributed.
Please start with a new line for each donor.

When and how did you thank/recognize your donors?

Please submit this form electronically to the Student Council via e-mail at studentcouncil@bethelcollege.edu