



Sales/Solicitation/Fund-Raising Authorization Form

Return this form, and a detailed description of the event, to the Student Life Department. For questions, contact Student Life, 301-934-7508.

Date Submitted: _____

Name of Sponsoring Organization/Department: _____

Point of Contact: _____ Phone #: _____

Name of Sales/Solicitation/Fundraiser: _____

Is this the first time your organization/department has sponsored this event? _____

Date(s) you wish to hold this event: _____

Location(s) you would like to use for the event: _____

Please attach a detailed description of this event

Review and Approval Required (please sign):

Organization/Department Representative

Advisor (if student club)

Review and Approval Required (please sign):

Director, Student Life Department

Date

Vice President, DSI or LEON or PRIN (by campus)

Date

Vice President, Advancement

Date

Sales/Solicitation/Fund-Raising Policies and Procedures

1. A Sales/Solicitation/Fund-Raising form must be completed and submitted to the Student Life Department at least ten (10) days prior to the activity. A detailed description of the activity must be included with the form.
2. Student activities fees may not be used as income in fund-raising efforts.
3. All contracts associated with these activities shall follow college guidelines. (The Director of Student Life must approve student club and organization contracts in advance.)
4. All sales/solicitation/fundraising activities shall adhere to state and county laws.
5. All activities must reflect the educational mission of the college.

Examples of activities that will generally be approved:

- Bake sale on one of the college's campuses
- Valentine flower/balloon sale that takes place on campus
- Pizza kit sales to family and friends
- Ticket sales for a campus performance or dinner
- Soliciting a specific merchant for a specific donation or service

Examples of activities that are usually not approved:

- Door-to-door solicitations in the community
- Sales on the sidewalk in front of a local business
- Mass mailing letters to merchants requesting donations
- Phone solicitations
- Activities that might put students or employees at risk of injury

(DSI: 10/4/01)
Updated: 8/2008