

College of San Mateo
Office of Student Life & Leadership Development

Fundraising Application

Recognized College of San Mateo organizations may conduct fundraisings following approval from the Coordinator of Student Activities. The following application must be submitted at least two (2) weeks prior to the beginning of the fundraising activity. Applicants must also make an appointment with the Coordinator of Student Activities in order to review the application and go over any additional requirements. Depending on the complexity of the fundraising activity, additional information may be necessary before your activity is

Name of Sponsoring Organization	_____	Lead Coordinator	_____
Proposed Fundraising Activity Name/Title	_____	Coordinator Phone/Email	_____
Requested Fundraising Dates	_____	Advisor	_____
Requested Fundraising Times	_____	Advisor Phone/Email	_____
Requested Location	_____		

Type of fundraising activity proposed (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Drawing for prizes | <input type="checkbox"/> Contest of Skill w/ Entry Fee | <input type="checkbox"/> Solicitation of Cash Donations |
| <input type="checkbox"/> Solicitation of Non-Cash Donations | <input type="checkbox"/> Food Sale | <input type="checkbox"/> Merchandise Sale |
| <input type="checkbox"/> Vendor Merchandise Sale | <input type="checkbox"/> Consignment Merchandise Sale | <input type="checkbox"/> Dance/Show/Concert |
| <input type="checkbox"/> Services (Car wash, etc.) | <input type="checkbox"/> Other (please describe) | _____ |

This activity will be conducted

- On Campus Off Campus

The undersigned agree to follow all fundraising guidelines and policies of College of San Mateo and any additional directions that its officers and/or employees may require.

Signature of Fundraising Coordinator	_____	Date	_____
Signature of Advisor	_____	Date	_____
Approval by Coordinator of Student Activities	_____	Date	_____