



Fundraising Application

- To fundraise on campus, you must be a currently registered JCCC student organization in good standing and receive approval from the Center for Student Involvement.
- Money collected from fundraisers can be spent on programming and operational expenses for your organization. Examples include catering for events, awards, conference fees (including lodging and transportation). **Money cannot be used for personal gain.**
- If you are co-sponsoring a fundraising activity with another student organization, both groups must sign off on the application and other paperwork if necessary.
- If you are hosting a table to collect donations or to hold an activity such as a bake sale, you must submit a Table Request Form at the time you submit the Fundraising Application. **Applications will be considered incomplete and will not be processed until both forms have been received.**
- If you are hosting a fundraising event, you must submit an Event Request Form at the time you submit the Fundraising Application. **Applications will be considered incomplete and will not be processed until both forms have been received.**
- The Center for Student Involvement will consider the time frame of the application. In most cases, the sponsoring organization should be submitting its application well in advance of the fundraising event or activity.
- Raffles: State law requires that raffles require no purchase or donation to participate in the contest. Anyone requesting a free raffle ticket must be provided with one.
- All fundraising activities should comply with licensing and tax laws, state and federal laws, as well as JCCC and campus regulations. Permission shall not be granted for the sale of products or services that conflict with JCCC policies.
- Please note that fundraising events cannot include the sale of licensed merchandise (i.e. Coca-Cola, Pepsi, and other items not intended for resale) or advanced sales on merchandise, such as catalog orders. Food sales other than bake sales must receive approval from Catering.

- The use of motion pictures in a fund-raising event is subject to all applicable copyright regulations. It is a violation of the law to show a film in public without the explicit permission of the film's copyright owner. This includes renting or purchasing a film, as that does not include permission to show the film in public. When showing motion pictures, the sponsoring organization must demonstrate that it has permission to do so.
- Cash boxes are available from the Student Life Office and must be used any time money is collected on campus. During the event, two people must be present at the table at all times. After the fundraiser, the cash box must be returned to the Student Life Office on the same day of the event so that the funds can be deposited into the organization's Agency Account. If the event is held after business hours, the cash box will need to be turned in to the JCCC Police Department. **Cash boxes cannot be taken off campus at any time.**
- **Check requests and depositing funds** will be done through the Student Life Office. Check requests, reimbursements, etc., require the signature of the Student Organization Advisor and the Dean of Student Life and Leadership Development. The forms can be obtained from the Student Life Office, COM 100. The Student Life Office may be reached at 913-469-3410.
- All expenditures must be supported with original invoices or original itemized sales receipts, and only inventoriable items may be reimbursed. Funds are reimbursed according to JCCC Business Office policies.

Fundraising Application

Please fill out this form and submit it to the Center for Student Involvement (COM 309) at least two weeks prior to your intended fund-raising event. An advisor's signature is necessary in order to process this form.

Name of Student Organization: _____

Fundraising Coordinator (name and position): _____

Phone: _____ Email: _____

Organization advisor: _____

Phone: _____ Email: _____

Description of fundraiser (type of fundraiser, items being sold, prices, etc.): _____

Requested date(s) of fundraising activity: _____

Requested location of fundraising activity: _____

Name of Co-sponsoring student organization(s): _____

Method of collecting funds (circle all that apply):

Admission at door Advanced sales Bake sale Raffle Donations

ShopJCCC Other: _____

Describe what the proceeds will be used for: _____

If proceeds will be donated, indicate the recipient organization/group and a contact person and phone number from the recipient organization/group: _____

Names of organization members who will be present during fundraising activities:

Fundraising Coordinator Signature

_____ Date: _____

Advisor Signature

_____ Date: _____

Date: _____ Approved: _____ Denied: _____