



Name of DCTC club/organization: _____

Purpose and type of activity: How are the goals of this fundraiser connected to the goals of your group? Please use the back of this application, if additional space is needed.

If you intend to solicit businesses / community organizations for donations, please provide a list of business prospects along with this form.

Location of activity: (you must ensure space is reserved through Central Scheduling via the Student Event Reservation Form)

Date(s) and time(s): _____

Proceeds will go to: _____

Amount group hopes to raise: \$ _____ **Proposed budget with description/cost center:** _____

- Fundraised dollars may not benefit any one particular individual.
- Sales may be conducted on campus by recognized student clubs/organizations or groups in order to raise money for a philanthropic or charitable project or to raise money for organizational operating expenses.
- If you sponsor the sale of items such as candy bars, all proceeds from sale must go back into your club/organization budget.
- Start-up cash may be requested the day before fundraiser; see Director of Student Life to place request.
- Approved application should be posted at all times during the fundraising activity.
- Track inventory (e.g. a spreadsheet that includes the inventory available, how much was sold and the cost per unit sold); advisor should deposit all monies, daily, into your account, submitting a copy of this form along with all deposits. Keep your deposit receipts.
- Report total amount raised to the Director of Student Life immediately following completion of the fundraising activity.

Your signature below indicates that you understand the rules and agree to abide by them.

Club President's signature: _____ Date: _____

Advisor's signature: _____ Date: _____

Following fundraiser, please report the following information:

- Actual amount raised (& deposited): \$ _____
- Please attach final inventory of remaining items and a description of where those items are being stored by the Club Advisor.

This form must be completed / submitted to the Director of Student Life at least 2 weeks before fundraiser begins.

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Date Form Completed: _____ Date Approved: _____ Approved by: _____ Cost Center / Object Code: _____

9337	Food Sales	9388	Ticket Sales
9405	Designated Donation (for a specific purpose)	9406	Undesignated Donation (unrestricted)
9199	Fees charged to students (for any reason)	9799	Other Income (other sales)