



Office of Student Activities:

Request to Conduct Fundraising by an Approved Student Club & Organization

Form Guidelines

1. In accordance with Policy 11.10 Fundraising Guidelines for Faculty, Staff, and Students, only those Student Clubs and Organizations that are officially recognized by the College may submit requests to conduct fundraising. No fundraising may be undertaken by student groups not recognized by the College.
 2. No businesses may be solicited for donations.
 3. No charitable receipts will be issued for any donations received by the approved Student Club or Organization.
 4. Complete this form and submit to the Office of Student Activities at least **one month prior** to the proposed event date.
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Complete the Form

Contact Information

Group Name:

Contact Person (Student Group Member):

Email:

Phone:

Advisor's Signature:

Advisor's Email:

Phone:

Organizational Questions

1. How will you accept and collect money?
2. Who in your Club or Organization will be responsible for depositing the money into your Student Club or Organization account at the College?
3. How will you use the funds you raise and how much do you expect to raise?
4. Please describe how you will raise funds. For example, are you selling products or making other offers? Attach additional pages if needed. Reminder: Homemade food products cannot be sold, served, or otherwise provided at any Student Activities related event. This includes all events, programs, activities & fundraisers sponsored by student groups.
5. Does your Club or Organization have a fundraising account established?

Fundraiser Information

Proposed date(s) of fundraiser:

Proposed locations(s) of fundraiser:

On Campus — Midlothian; specify the desired location:

On Campus — Chester; specify the desired location:

On Campus — Midlothian and Chester; specify the desired location:

Off Campus (List locations(s) where you wish to hold the fundraiser):

Is your group planning to solicit donations from people?

Please note: No solicitation can take place until the proper approval has been received **in writing**. The student group advisor and student contact person indicated above will receive final approval notice via email. This email will outline the parameters of the fundraising activity as determined by the proper College entities/administrators.

- No, we will not solicit donations. We are only selling goods (i.e., candles, doughnuts, pizza).
- Yes, we plan to solicit donations from students, staff, faculty, and administration at Brightpoint Community College *only*.

- Yes, we plan solicit donations. We plan to ask the following individuals for donations:

Contact Student Activities

- Visit the [Student Activities webpage](#)
- [Email the Student Activities Office](#)

OFFICE USE ONLY

Received by the Office of Student Activities on / / by

Approval History:

Reviewed by the Office of Student Activities on / / by

Forwarded to the Vice President of Finance and Administration on / /

Comments from the Vice President of Finance and Administration:

Forwarded to the Executive Director of the Foundation on / /

by

Comments from the Executive Director of the Foundation: