



For office use only

Received by: _____

Date: _____

External Fundraiser: YES* NO

* College President and Fiscal Administrator required signatures are required.

Fundraising/Donations Application
(Allow **15** working days for approval)

Instructions and Guidelines:

*****Please attach a copy of the COMPLETE meeting minutes signed by your *club president and club advisor*. Minutes must state the motion and vote count for fundraiser and/or donation.**

Important Guidelines (READ before completing form):

- The Fundraising application must be submitted 15 business days before start of fundraiser. Submit to Student Life Office or email to asu@lvc.edu.
- You may not start fundraising prior to approval of your fundraising application.
- If you are tabling or fundraising at an event, you must complete an **event request** and **facilities request** for approval.
- Funds raised must be deposited with the Business Office no later than the next working day. Copy of deposit slip must be submitted to ASU Treasurer.
- If tickets or items are sold for five dollars (\$5) or more, numbered receipts must be issued and must be delivered to the Chief Business Officer or designee. Please save copies of receipts issued.
- Valid itemized receipts along with purchase disbursement forms must be presented on order to receive reimbursement for personal funds utilized in fundraising activities.

Today's Date: _____ Club Name: _____

Treasurer Name: _____

Phone: _____ Email: _____

1) Is this a donation or a fundraiser? Donation: _____ Fundraiser: _____

**If Donation is selected, skip to number 4.

2) Date(s) of fundraiser: _____

3) Time/s: _____

4) Did your club approve this fundraiser or donation with a majority vote? Yes____ No____

5) Will a Facilities Request be submitted with this form? Yes____ No ____

6) What is the purpose of your fundraiser and how will it benefit students? (attach additional sheets if necessary)

7) Is your club selling items or are you asking for donations (this includes money or goods from businesses or organizations)? _____

8) What are you selling and at what price (be specific)? _____

9) What type of donations are you requesting from the above-mentioned businesses?

10) What safeguards will your club utilize for all cash collections & checks? Be detailed.

11) How will funds raised be distributed or used (be specific)?

*****Attach a copy of the COMPLETE meeting minutes signed by your *club president and club advisor*. Minutes must state the motion and vote count for the fundraiser/donation.**

Club Treasurer Name Treasurer Signature Treasurer SID#

Faculty Advisor Signature Date

Dean of Student Life/Date VP Student Services /Date

College President/Date College Fiscal Administrator/Date

Check off list for Student Life Staff:

- ☐ COMPLETE Minutes with Advisor and Club President Signatures.
- ☐ Food Handler's certificate on file (if applicable)

Form Logged Date: _____