

CAMPUS ACTIVITY FUND RAISING REQUEST
(See College Procedure #710: Campus—Based Fundraising Activities)

Name of Person Completing Form:

Today's Date:

Club/Organization Seeking Approval:

Name/Description of Proposed Fundraising Activity:

Purpose of Fundraising Activity:

Method of Solicitation:

Date(s) of Fundraising Activity:

Goal/Anticipated Fundraising Proceeds:

Fund Raising Checklist (Check to indicate that requirement is complete. Attach explanation for any incomplete requirements).

- ___ 1. Has the activity been approved by the designated manager or board?
- ___ 2. Have any contracts been reviewed by the designated manager and business office, if applicable?
- ___ 3. Is the activity free of any financial or fiduciary conflict-of-interest, as required by law?
- ___ 4. Do materials promoting the activity contain required disclosures?
- ___ 5. Has a *quid pro quo* analysis been completed to determine tax-deductibility of any proceeds received in connection with the sale of goods or services?
- ___ 6. Do receipts indicate gross and tax-deductible amounts of proceeds?
- ___ 7. Has the business office approved the method for collection, safeguarding, and transmittal of cash or other assets?
- ___ 8. If the activity is to be conducted in collaboration with a *commercial co-venturer*, has the co-venturer provided a contract containing provisions required by law?
- ___ 9. If the activity involves a raffle, does the activity meet all financial and disclosure requirements required by law?

Approved By:

Director of Student Activities *or* Director of Athletics *or*
College Vice President (for non-club activities within his/her program area)

Date: _____

Director of Development and External Affairs
(for activities off-campus)

Date: _____