Fundraising Agreement Form

For College Recognized Student Clubs and Organizations

Fundraising is permitted by college recognized student organizations for direct program costs, events, and internal operations of college organizations.

Procedures: All college recognized student organizations' fundraising activities must be approved by College Advancement and the Student Activities Coordinator before the fundraiser can be held. Funds being raised for a specific event should be used for that event. If your organization plans to carry funds over to another activity or another year you must inform donors of that plan. If there is an excess of funds raised, or the event that funds are being raised for is not completed, funds should be refunded to the donors when there are known donors. An organization may designate where excess funds will be dispersed. **Failure to follow proper fundraising protocols as identified in the Clubs and Organization's Policy and Procedures may result in a club or organization's loss of fundraising privileges.**

- This Form must be submitted at least seven days in advance of the fundraising event.
- Permission will be granted or denied via email, and the approval must be shown upon request of a College Official.
- **Additional approval(s) may be required based upon fundraising activity.**
- Clubs and Organizations must be aware that any sales may be subject to sales tax. Please contact the Controller's Office for questions regarding sales tax.
- Within one business day of the fundraising activity, all clubs/organizations must deposit the funds in their College Financial Account.

Fundraising Requiring Additional Approval/Processing:

- **Raffles, Lotteries, Games of Chance.** Raffles, lotteries, games of chance or the use of premiums are permitted only after determining the raffle, lottery or game of chance complies with stipulations set forth by Idaho State Gaming Commission and Idaho State Laws.
- **Food Sales.** All food sales on college property by recognized student clubs and organizations must receive approval from the College's catering contractor (Sodexo) and produce a copy of the Sodexo Waiver of Liability.
- **Apparel Sales.** Any club wishing to sell apparel must meet with the Student Activities Coordinator to determine proper procedure.
- **Alcohol. Fundraising associated with the sale or consumption of alcohol will require additional paperwork and approval of the President or his/her designee regardless of where the activity is held.**

Club/Organization Name:_____ Email:_____

Event Contact Person:_____ Phone:_____ Email:_____

President:_____ Phone:_____ Email:_____

Advisor:_____ Phone:_____ Email:_____

EVENT: Name and description of event:_____

_____

Description of Product(s), Service(s), Ticket(s) being sold:_____

Will food be sold? ☐ Yes ☐ No

(If YES to food, you must meet with the Sodexo Manager to receive approval and acquire an approved copy of the Sodexo Waiver of Liability)

Cost of Product(s), Service(s), Ticket(s) being sold: _____

Event Date(s):_____ Time:_____

Location: On Campus_____ Off Campus*_____

(*requires Off-campus Activity Permit)

What are funds being raised for?_____

_____

How will funds be tracked?_____ Person in charge of Funds_____

How will funds be dispersed?_____

Requested by:_____ Date:_____

Advisor's Signature:_____ Date:_____

Approval/Denial:

College Advancement Signature:_____ Date:_____

Student Activities: ☐ Approved ☐ Approved (Pending Additional Approval_____)

☐ Not Approved _____

Additional Approval Signature:_____ Date:_____

*******Prior to any fundraising activity, please return completed copy to the Student Activities Department in SUB 208 or SUB 220*******