Date Submitted: _____________________

Name of Sponsoring Organization/Department: _________________________________

Contact Person: __________________________ Phone#: __________ Email:_________

Name of Sales/Solicitation/Fundraiser: ________________________________________

Is this the first time your organization/department has sponsored an event? __________

Date(s) you wish to hold this event: __________________________________________

Location(s) you would like to use for the event: _________________________________

*Please attach a detailed description of this event*

Review and Approval Required (please sign)

Organization/Department Representative    Advisor (if student club)

Review And Approval Required (please sign):

Director, Student Life Department          Date

Director of New Student Center             Date

Dean, Academic & Student Affairs           Date
Sales/Solicitation/Fund-Raising
Policies and Procedures

1. A Sales/Solicitation/Fund-Raising form must be completed and submitted to the Student Life Department at least ten (10) days prior to the activity. A detailed description of the activity must be included with the form.

2. Student activities fees may not be used as income in fund-raising efforts.

3. All contracts associated with these activities shall follow college guidelines. (The Director of Student Life must approve student club and organization contracts in advance.)

4. All sales/solicitation/fundraising activities shall adhere to state and county laws.

5. All activities must reflect the educational mission of the college.

Examples of activities that will generally be approved:

- Bake sale on one of the college’s campuses
- Valentine flower/balloon sale that takes place on campus
- Pizza kit sales to family and friends
- Ticket sales for a campus performance or dinner
- Soliciting a specific merchant for a specific donation or service

Examples of activities that are usually not approved

- Door-to-door solicitations in the community
- Sales on the sidewalk in front of a local business
- Mass mailing letters to merchants requesting donations
- Phone solicitations
- Activities that might put students or employees at risk of injury