

**Miami Dade College  
Homestead Campus**

**Sales/Solicitation/Fund-Raising Authorization Form**  
MDC Recognized Student Club and Organizations

**Return this form, and a detailed description of the event,  
to the Student Life Department, A Building Room 112.  
For questions, contact Student Life, (305) 237-5156**

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 and 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