

Fundraiser Request Form

Please allow 3-4 weeks for processing fundraiser requests. Fundraiser requests should be limited to activities, events, conferences, and other expenses for which there is no alternative funding available.

Your club/organization must be operating in good standing and be up-to-date on all requirements in order to access student activity fee funds and/or participate in fundraising efforts. An event evaluation is required for all activities.

SECTION I: ORGANIZATION INFORMATION

Club/Organization: _____ Date of Request: _____
Student Name: _____ YTC Email: _____
Position: _____ Colleague ID #: _____
Advisor Name: _____ YTC Email: _____

SECTION II: FUNDRAISER INFORMATION

Name of Fundraiser: _____ Location: _____

Date(s) of Event: _____ Time(s): _____ Anticipated Attendance: _____

Description of Fundraiser (Describe what you will be doing for the fundraiser. Provide as much detail as possible and include any information about other on- or off-campus groups you will be working with):

Who will be involved in raising these funds? _____

Who will be your target group for raising funds? (For example, students, faculty/staff, community members, etc.) _____

Description of Purpose? (Describe what you will be using the funds you raise for – conference, community service, donation, etc.): _____

How does this proposed purpose benefit students and/or the College and relate to the institutional goal of maximizing student success? _____

Equipment and setup needs (i.e., room reservation, work order (tables, chairs), etc.): _____

Reminder—If you need a classroom or other campus location for your event, you must make a reservation. You can request a temporary hold on a space prior to submitting this form. If you need tables, chairs, trash cans, etc. arranged, you will need a work order. Contact Jennifer Roberts (jroberts2@yorktech.edu) for reservations and work orders.

Publicity: How do you plan to advertise this activity? _____

Reminder—Fliers and other bulletin board postings must be approved before they may be hung up. Please attach information and/or flier for the *Student News* and *D2L*, if applicable.

Will you be traveling off campus? YES NO

If yes, describe transportation. _____

Reminder—All off-campus activities also require field trip forms submitted at least 2 weeks prior to travel.

Anticipated expenses for activity, event, trip, etc. for which funds are being raised:

	Description	Cost
Transportation (Lodging, air travel, rental vehicle, etc.)		
Conference Registration		
Event/Activity Supplies		
Other (please itemize)		

SECTION III: SIGNATURES

Club/Organization Officer Signature: _____ Date: _____

Club/Organization Advisor Signature: _____ Date: _____

REQUIRED FOR ALL REQUESTS

Approval Signature: _____ Date: _____

Clubs & Organizations Liaison

Approval Signature: _____ Date: _____

Student Leadership and Events Programming and Diversity Manager

Activity Approved: YES NO Fund Request Approved: YES NO

If yes, amount approved: _____

Approval Signature: _____ Date: _____

Dean for Student Engagement

REQUIRED FOR FUNDRAISERS ONLY

Fundraiser Approved: YES NO

Approval Signature: _____ Date: _____

Vice President of College Advancement

OFFICE USE ONLY

Date Received in Office of Student Leadership and Events: _____ Received by: _____