

## Club/Organization Fund Raising Request

**A hard copy of the completed form must be submitted to CCC NLT 5 Days before fundraising event.**

Items marked with a red asterisk (\*) denote required information.

Date \* \_\_\_\_\_

1. The \* \_\_\_\_\_ requests permission to conduct a fund raising activity at:
  - a. Name of Event \* \_\_\_\_\_
  - b. Date & Time of Fund Raising Event \* \_\_\_\_\_
  - c. Location/Venue of Fund Raising Event \* \_\_\_\_\_
  - d. Organization or Department Index Fund # \* \_\_\_\_\_
2. This fundraising event will be conducted as follows: \* *(How are funds to be raised? What is the cost to club for merchandise to be sold?)* **Description, photography and pricing of each item to be sold is required to be submitted with this form.**
3. How will these funds be used and how do the funds raised support the club/organization? \*
4. Preliminary approvals have been obtained.
  - a. **Club Advisor/Leader** \* (printed name & signature) \_\_\_\_\_
  - b. **Facility Manager** \* (printed name & signature) \_\_\_\_\_
  - c. **Sodexo Staff Member** (printed name & signature) \_\_\_\_\_  
*For fundraisers involving the sale of food or beverages*
5. **POC for fundraising event** \* (name, cell, email, club position)  
\_\_\_\_\_
6. **Signature of POC** \* \_\_\_\_\_

\_\_\_\_ Approved      \_\_\_\_ Disapproved      Date

\*\*\*\*\*

**Required information to be submitted to CCC NLT 5 days after the fundraiser.**

1. Number of each item sold
2. Total dollar amount earned at fundraiser
3. Date on which funds raised were deposited into the above noted club index account.
4. Copy of deposit receipt of raised funds into the club/organization/department index account

**Campus Club Coordinator**, Department of Cadet Activities, Mark Clark Hall, room 211 [milners@citadel.edu](mailto:milners@citadel.edu)