

# PERMISSION TO RAISE FUNDS APPLICATION FORM

To be submitted by the club advisor to the coordinator of student life and copied to the advisor's academic dean.

Before submitting this form, please make sure you are following the guidelines set forth in policy and the Student Organization Handbook.

1. Name of Group \_\_\_\_\_

2. Where do you wish to raise funds? (Check one)

\_\_\_ off campus only      \_\_\_ on campus only      \_\_\_ both on/off campus

3. If on campus where would the club like to conduct the fundraising?

\_\_\_\_\_  
*\*Please coordinate any table needs or items/locations needed for an activity or event with the coordinator of student life, and the coordinator of campus development & events as needed.*

4. On what date do you wish to begin \_\_\_\_\_, end \_\_\_\_\_?

5. Please describe in detail the type of fund raising activities you wish to have.

What products or services will be sold? \_\_\_\_\_

Is this a raffle? \_\_\_\_\_ If so, how much will tickets cost? \_\_\_\_\_

*(Please remember, per NCGS 14-309.15, only two raffles per club a year will be approved. No less than 90% of the net proceeds of a raffle shall be used by the organization for charitable, religious, educational, civic, or other nonprofit purposes. None of the proceeds may be used to pay any person to conduct the raffle, or rent a building where tickets are received or sold.)*

Will you be soliciting for donations? \_\_\_\_\_

If requesting donations, where? \_\_\_\_\_

What is the fundraising goal amount to be raised? \_\_\_\_\_

Other items for consideration \_\_\_\_\_

6. In brief, why does your group need to raise funds at this time?

\_\_\_\_\_  
\_\_\_\_\_

7. Please list any items/funds from other sources (such as in-kind gifts, monetary donations, etc.)

\_\_\_\_\_

*As a reminder, please copy your academic dean to this request for notification.*

*Club/organization advisors are encouraged to communicate their fundraising, events, and activities with their dean prior to making an official request.*

\_\_\_\_\_  
Name of Fund Raising Organizer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ph #

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Do Not Write Below This Line

\_\_\_ Permission Granted

\_\_\_ Permission Denied

Explanation: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of the Vice President of Student Services

\_\_\_\_\_  
Date