

PERMISSION TO RAISE FUNDS APPLICATION

Instructions and Checklist

Before submitting this form, please make sure you are following the guidelines set forth in *HCC Policy 5.4.6 - Student Clubs and Organizations* and the *Student Organization Handbook*.

Club advisors should complete this form on behalf of clubs wishing to raise funds. It is advisable to submit the form as early as possible in advance of the proposed fundraising date to allow adequate time for review by the Dean of Student Services and the Office of Student Life.

Club advisors should communicate the club's fundraising request with their academic dean and obtain their signature on this form prior to submitting the application. The completed form can be emailed as an attachment to HCC-studentlife@haywood.edu or it can be printed and turned in to the Office of Student Life within Student Services.

Club Advisor Signature obtained

AND

Academic Dean Signature obtained

THEN

Submit completed form to: HCC-studentlife@haywood.edu

PERMISSION TO RAISE FUNDS APPLICATION

Before submitting this form, please make sure you are following the guidelines set forth in HCC policy 5.4.6 and the Student Organization Handbook.

1. Name of Club
2. Where do you wish to raise funds? (Check one)
On campus Off campus Both on and 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. Proposed date(s) of fundraising
5. Please describe in detail the type of fundraising activities you wish to have.
 - a) What products or services will be sold?
 - b) Check if there will be 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.*

- c) Will you be soliciting for donations? Yes No
- d) If requesting donations, where?
- e) What is the fundraising goal amount to be raised?
- f) Other items for consideration

6. In brief, for what purpose is the club hoping to raise funds?
7. Please list any items/funds from other sources (such as in-kind gifts, monetary donations, etc.)

PERMISSION TO RAISE FUNDS APPLICATION

Club Advisor Signature

Date

Academic Dean Signature

Date

Do Not Write Below This Line

Permission Granted

Permission Denied

Explanation:

Dean of Student Services Signature

Date

Revised: 7/25/25