

# Fund-Raiser/Donation Request Form



This form is used to request fund-raising efforts for all Student Life supported programs. Worksheets must be submitted to the Office of Student Life at least four (4) weeks in advance of the event. If you have any questions, please contact Robert Lane – [rlane2@spscc.edu](mailto:rlane2@spscc.edu) or 360-596-5217.

EVENT TITLE: \_\_\_\_\_ DATE(S)/TIME(S): \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

STUDENT GROUP NAME: \_\_\_\_\_

REQUESTOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

REQUESTOR EMAIL: \_\_\_\_\_

On Campus     Off Campus    Proposed Location \_\_\_\_\_

Type of Fundraiser     Event/Admission     Sale of Goods     Donations     Other

Description: \_\_\_\_\_

WILL YOU NEED A CASH BOX?     Yes     No (If Yes, Please see attached Cash Box request)

PROCEEDS PURPOSE: \_\_\_\_\_

Expected Total Revenue: \$ \_\_\_\_\_ Expected Total Expenses: \$ \_\_\_\_\_

### Seed Money:

- The money used (from the S&A budget) to pay for expenses of a fundraiser will be deducted from the total amount raised at the end of the fundraiser
- Any remaining balance will be placed in the clubs S&A account and be used the current year or carried forward to the next fiscal year

### Donations:

- To be considered a true donation, you must be able to allow any person to participate without paying, no suggested donation amount posted or identified and your donation collection must be clearly stated to where the money will be going. We will still work with you to track all donation for state regulation purposes.

It is state law that all revenue raised from a fund-raiser be deposited within 24 hours of the actual collection of the revenue. For events spanning over multiple days, daily deposits will be set up with the Office of Student Life. Any exception to this must be approved by the Director of Student Life or Dean of Student Engagement.

If receipts for deposit is missing, the club/org has five business days to submit missing receipts. \*If the receipts is not turned in within five business days, appropriate action will be taken, which may include debiting the funds and lapsing them into the S & A Contingency Fund

I have read Student Life fund-raising procedures for the types of fund-raising checked above, understand I am responsible for complying with these procedures, and understand the consequences for nonadherence to college and state laws regarding fund-raising.

ADVISOR NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

The above form has all supplemental documents and students/advisors and director have a clear understanding of what type of fundraiser is occurring.

Director of Student Life \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed the above form, along with any supplementary forms to ensure that this fundraiser is permissible and in alignment with SPSCC's guidelines along fund-raising and solicitation.

Dean of Student \_\_\_\_\_ Date: \_\_\_\_\_

Engagement and Retention

# Cash Box Request

## CASH BOX HANDLERS

All handlers MUST meet with a Student Life staff member for cashbox/receipt training. ONLY trained club members may handle the cashbox. The club/organization is responsible for scheduling one training with all handlers present with the Student Life Programs Assistant.

Justin Lawrence, [jlawrence@spscc.edu](mailto:jlawrence@spscc.edu) or 360-596-5407.

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## CASHBOX

Cashbox must be checked out the day of the event and returned at the earliest possible time after the event. For late night/weekend events, cashbox must be returned at the earliest time on the next business day. Improper use or handling, or failure to adhere to scheduled times will subject clubs/orgs to the consequences outlined in the SPSCC Club Handbook.

DATE(S) NEEDED: \_\_\_\_\_

*Multiple day usage needs Director of Student Life approval. If not consecutive, fill out 1 form PER day needed.*

TIME NEEDED: \_\_\_\_\_

PICK-UP DATE/TIME: \_\_\_\_\_ / \_\_\_\_\_ DROP-OFF DATE/TIME: \_\_\_\_\_ / \_\_\_\_\_

CURRENCY	AMOUNT	COIN	AMOUNT
Ones (\$1.00)		Pennies (\$.01)	
Fives (\$5.00)		Nickels (\$.05)	
Tens (\$10.00)		Dimes (\$.10)	
Twenties (\$20.00)		Quarters (\$.25)	
<b>Subtotal:</b>		<b>Subtotal:</b>	

**TOTAL CHANGE FUND:**

### OFFICE USE ONLY

I declare that I have received the above cash amount and will return the cashbox on the drop-off date/time.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_