

Fundraising Approval and Guideline Form

All fundraising initiatives must be sponsored by a recognized student club or organization and approved by the Office of Student Development and must meet the guidelines set forth by Iona College. Failure to receive the proper approval for a fundraiser or failure to adhere to parameters set forth in approval notification will result in financial and/or disciplinary sanctions against the individual, student group and/or all involved group members.

This proposal must be received in our office at least two weeks prior to proposal start date of the fundraiser. All money raised must be reported to the Office of Student Development within three day after the end of the fundraiser as well as the solicitation spreadsheet if applicable.

Sponsoring Group: _____

Contact Person: _____ **Email:** _____

Phone Number: _____

Purpose of fundraiser (what will profit be used for?)

How does the purpose of this fundraiser fit within the mission of your organization?

If money is going to a charity please provide the following information:

Name _____

Address _____

Federal ID number (can be obtained from your organizational contact) _____

Description of fundraiser:

What (if anything) will your organization be soliciting from local business? (Money, supplies, food for event, etc...)

Proposed start and end dates of fundraiser:

Proposed location(s) of fundraiser:

If the fundraiser is a raffle:

Prize: _____

Date and location of drawing: _____

How will winner be notified: _____

Recipient of Prize: (for follow-up) _____

Solicitation Note:

If you are planning to solicit donations from any businesses you must list those

For office use only:

Date Received _____

Approved: ___ Denied: ___

AVP of OSD Initials: _____

Money Turned into OSD following fundraiser:

Date: _____

Amount _____

Collected by (initial): _____

Solicitation Spreadsheet Done: _____

