Fundraising Request Form

The purpose of this form is for clubs to request permission to fundraise from the Associated Student Government (ASG) of Coastline College. Authorization to fundraise must be granted prior to the fundraising activity. Clubs may not advertise the fundraiser until it has been approved by ASG. Clubs must be active and in good standing. For more information, please refer to the Club & Advisor Handbook. Please keep a copy of this form for your reference. Turn completed document in to Kasie Hipp, by email at [khipp@coastline.edu](mailto:khipp@coastline.edu) or in-person in the Student Life Office, suite 416, at Coastline College Center. **All fundraising activities must be submitted at least three (3) weeks in advance of the date the activity is scheduled to begin**. Additional time may be necessary for fundraising requests requiring President or Board approval (approximately 4-6 weeks).

# CLUB INFORMATION

CLUB NAME:

CLUB ACCOUNT NUMBER:

ADVISOR NAME:

ADVISOR PHONE:

ADVISOR EMAIL:

STUDENT CONTACT(S):

STUDENT CONTACT(S) EMAIL:

# FUNDRAISING INFORMATION

DATE(S) OF FUNDRAISER:

LOCATION:

DESCRIBE YOUR FUNDRAISER (DOES IT Include outside organizations; does it include travel?)

WILL YOU NEED A CASH BOX? [ ] YES\* [ ] NO

\*IF YES, INDICATE HOW MUCH CASH YOU WILL BE REQUESTING:

WILL FUNDRAISING INVOLVE FOOD? [ ] YES\* [ ] NO

\*IF YES, PLEASE EXPLAIN (What is it? Is it homemade or store-bought? Applicable food allergies?)

WHAT WILL FUNDRAISING PROCEEDS GO TOWARD? (ex: conference attendance, club events, etc.)

CLUB MINUTES ATTACHED? [ ] YES[[1]](#footnote-1)

# REQUIRED SIGNATURES

ADVISOR SIGNATURE & DATE:

CLUB PRESIDENT SIGNATURE & DATE:

1. Club minutes—indicating the specifics of the fundraiser—are required to process this form. [↑](#footnote-ref-1)