

JBU Club Fundraising Approval Form

Club/Organization _____

Fund-Raising Coordinator (s) _____

Email Address: _____

Phone: _____ Date Form Submitted: _____

Location: _____

***If on Campus, you must work with University Events to reserve tables, classrooms, trashcans, etc., for your fundraiser.

Proposed Date and Time of Event: _____

Briefly Describe the Fund-Raiser: _____

University Advancement must approve fundraisers that meet any of the following criteria:

- Donor requests tax receipt
- Businesses will be asked
- Fundraiser goal is \$1,000 or more

University Advancement does not need to approve the following:

- Selling miscellaneous items (e.g., t-shirts, Frisbees baked goods)
- Service projects (e.g., painting, yard work, baby-sitting)
- Restaurant % sales

Is University Advancement approval needed? Yes _____ No _____

If Yes, Signature of Gift Processing Manager or Director of Advancement Services: _____

Is there a contract involved? Yes _____ No _____

If yes, Signature of JBU Vice-President of Finance: _____

Number of People Working: _____

Estimated Number of People Participating: _____

Approval Signature:

Caitlyn Bennett, Director of Student Engagement