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