



CLUB/ORGANIZATION REQUEST FOR FUNDRAISING

Date completing form: _____ Date of Event: _____

Choose your club/organization and budget number**: _____

****For the club/organization and budget number, here is a link to a list – [club/organization and budget numbers](#).**

Fundraising events may be requested through the Student Funded Program Office. A concise, specific description and justification must be given for the fundraising activity. **Raffles must be planned months in advance and may require a license and approval from the State of Washington.**

Justification for Fundraising: _____

Method of Fundraising: _____

Anticipated Revenue: _____

Accountability for monies generated and items sold will be recorded on the Profit Loss Statement (a.k.a. Sales Accountability Form) issued by the Student Activity Office, no later than two (2) college days after close of the fund raiser.

Money from approved fundraising events/activities will be deposited to the appropriate club account. Profits accrued from fundraising may be carried over from year to year upon request.

All deposits must go to the Student Support Services Administrative Assistant before going to the Cashiering office.

Student:

Director of Student Funded Programs

Advisor

Dean of Student Support Services