



## NVC STUDENT CLUB FUNDRAISING REQUEST FORM

Student Club Name \_\_\_\_\_

DAS Account Number \_\_\_\_\_

Club President \_\_\_\_\_

Club Treasurer \_\_\_\_\_

Club Advisor Name \_\_\_\_\_

Advisor Phone Number/Email \_\_\_\_\_

Name of Fundraising Activity \_\_\_\_\_

Date(s) of Fundraising Activity \_\_\_\_\_

Location of Fundraising Activity \_\_\_\_\_

Please describe your planned activity/event. Include number of students/employees involved, responsibilities of those involved,

\_\_\_\_\_  
\_\_\_\_\_

Purpose for funds raised through your activity.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify from whom you will be soliciting support. (General description of mailing list or audiences).

\_\_\_\_\_  
\_\_\_\_\_

Will a business or commercial vendor be participating in your event?  Yes  No

If yes, please describe their role and provide contact information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FUNDRAISING APPROVAL: *(obtain in order)*

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
Club Advisor Signature/Date ASNVC Coordinator Signature/date NVC Director of EAS Signature/Date

*NOTE: Completed form must be submitted to DAS/Enterprise and Auxiliary Services (EAS) Room 861, 800 Building, at least 14 days prior to event or campaign or the proceeds from the event may not be accepted for deposit. Please call 707-256-7113 for questions or to discuss your project.*