



## Student Fundraiser Request Form

The IAIA students or recognized student organizations wishing to engage in on-campus fundraising activities or solicitation (e.g., drawings, artwork sales, food sales, etc.) must first complete a Student Fundraising Request Form, which must be approved and signed by the Dean of Students. Food sales must also complete the required food-handling course and be certified. On-campus fundraising may not include any type of door-to-door sales but may be permitted in approved public areas. Any door-to-door sales must be reported to the housing staff or Dean of Students as soon as possible. IAIA students or recognized student organizations wishing to engage in fundraising activities or solicitation off campus must also be approved by Director of Institutional Advancement.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Club Name: \_\_\_\_\_

Phone/Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

Fundraiser Information: ☐ Campus ☐ Off-Campus

Fund Raiser Title: \_\_\_\_\_ Date: \_\_\_\_\_

Location site: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Purpose of the Fundraiser:

Detailed Fundraiser description:

Who or what will the proceeds go toward?

If this is a Drawing, what is the Start Date: \_\_\_\_\_ Draw Date: \_\_\_\_\_

When and where will the winners be publicly posted? \_\_\_\_\_

Approved by Club Sponsor/Advisor: X \_\_\_\_\_  
signature

**A FLYER ADVERTISING THE FUNDRAISER MUST BE ATTACHED FOR APPROVAL.**

### FOR OFFICE USE ONLY:

☐ Approved  
☐ Disapproved Dean of Students: \_\_\_\_\_ Date: \_\_\_\_\_  
signature

Off-campus fundraising and Drawing/Raffle:

☐ Approved Director of  
☐ Disapproved Institutional Advancement: \_\_\_\_\_ Date: \_\_\_\_\_  
signature