

Department Fundraiser Request

Please submit one form for each fundraiser for which you are seeking approval. ****Submit AT LEAST 4 weeks before the event.****

Please print clearly

Department Name: _____

For what activity/fund/organization are you raising money? _____

Contact Person: _____ Phone #: _____

Date of Request: _____ Email: _____

Date(s) of Fundraiser: _____

Name of Fundraiser: _____

Up-Front costs of Fundraiser: _____

How much money do you expect to raise with this fundraiser? _____

How will you promote/advertise your fundraiser? _____

Detailed description of Fundraiser (include time, duration, location, etc.):

If a business/organization is donating any goods or funds, or will be associated in any way with this fundraiser, fill out their information on the back of this form.

Service or item being offered: _____

If you are offering a service or item, how much will you charge? _____

What is the Fair Market Value of the service or item being offered? _____

(Fair Market Value is the amount you would expect to pay for an item or service under normal circumstances.)

If you are providing food, (not concessions), you must obtain permission from Provider and attach a Provider request form.

☐ Provider form attached.

Please note that it is against policy to sell homemade food items on campus.

**If you need equipment or facilities for an event, please contact the Office of Conferences and Events at ext. 4374 or conferencesandevents@calbaptist.edu*

Department Head Approval: _____ Date: _____

University Advancement Approval: _____ Date: _____

Business/Organization information

#1

Business/Organization Name: _____

Contact Name: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Describe what this Business/Organization is donating to your fundraiser (money, food, or other goods and services):

#2

Business/Organization Name: _____

Contact Name: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Describe what this Business/Organization is donating to your fundraiser (money, food, or other goods and services):