

North Idaho College
Student Club Fundraising Approval Form (Inhouse)

As outlined in College Policy #7.03 and Procedure #7.03, all fundraising activities that involve donations / partnership with outside vendors need to be approved through the NIC Development Department prior to solicitation to foster communication and success for all fundraising efforts at North Idaho College. This form is for fundraising efforts done inhouse. Approval from the Department of Student Involvement is still required; however, it does not need to be processed by the NIC Foundations and Development Office

Step 1. Complete this form and get the appropriate signatures below.

Step 2. Send this completed form to the Department of Student Involvement for review and approval. This form must be turned in 3 – 4 weeks before the fundraising date.

Name of Club _____

Club Advisor Name and Phone Number: _____

Club Representative Name and Phone Number: _____

Date(s) of event/project _____

Description and purpose of fundraiser:

List of people/businesses you plan to solicit: (Who?)

What do you expect to acquire (i.e., cash, in-kind items such as T-shirts, hats, discounts, food, etc.)?

Fundraising date (when is the event)?

Signatures Required:

1. Student Club Representative/Date

2. Student Club Advisor/Date

3. Coordinator of Student Development/Date