



College Life Fundraising/Money Collection Form

Please complete form prior to collecting money. Once completed, please return form to Office of College Life Front Desk.

1. Student Organization Name: _____
2. Student Organization Contact: _____
3. Cell Phone: _____ E-mail: _____
4. Description of the Fundraiser or money collection (list ALL items being sold, entry fees, donations to the club only (cannot collect donations for outside organizations):
 Note: Donations to clubs must go through the FHDA Foundation for Donor to claim as a Tax Deduction.

Please attach copy of fundraiser flyer/postcard/letter if any.

5. Date and Day of Event: _____ Location: _____
6. Start Time: _____ End Time: _____
7. Selling Price Per Unit and Number of Units: _____

Estimated:

8. Income: _____ Expenses: _____ Profit/Loss: _____

- Student Organization Officer:

Name _____ Signature _____ Date _____

- Student Organization Advisor:

Name _____ Signature _____ Date _____

Any student organization willfully and knowingly violating any of the DASB/ICC budget guidelines may have its funds frozen immediately. The student organization may be placed on inactive status and student(s) involved may be referred to the Student Discipline Officer.

For Office Use Only:

- College Life Specialist/Coordinator:

Name _____ Signature _____ Date _____

- Student Accounts Office:

Name _____ Signature _____ Date _____

Actual:

Income: _____ Expenses: _____ Profit/Loss: _____

- Student Accounts Office:

Name _____ Signature _____ Date _____