

Middlebury College Fundraising Application for Student Organizations

Date of Application: _____

Event Date(s): _____

Applicant's Name: _____

ID#: _____ Box#: _____

Student Organization: _____

Quick checklist –

- Have you:*
- Reserved space through Event Management?*
 - Requested tables/chairs/etc. from Student Activities or Event Management?*
 - Gotten permission from Dining Services if you are selling or distributing food?*
 - Contacted the Box Office if you plan on selling tickets and/or need a cash box?*

Describe the activity or project. Include as much detail as possible including date(s), time(s), location, projected costs, name of charity (if applicable), theme, etc. Use additional pages if necessary.

Name of company distributing product (if applicable):

If an item has printing on it (e.g. artwork on a T-shirt), describe content and intended text:

Describe your advertising plan:

Note: Organizations who are fundraising for non-Middlebury causes and charities must clearly advertise the following: "This fundraiser does not benefit Middlebury College. Donations are not tax-deductible." This should be clearly stated on all fundraising advertisement such as fliers, Box Office descriptions, websites, etc.

Price or fee to be charged: _____

I understand that all advertising materials (posters, flyers, etc.) must be cleared through Student Activities before distribution. I also confirm that in signing this form I acknowledge that I have read and understand the fundraising policies web page and agree to abide by them.

Print this form and submit to Student Activities, McCullough 230.

Applicant's signature: _____ **Date:** _____

Student Organization signature: _____ **Date:** _____
(must be approved by the president or treasurer)

Director of Dining Services: _____ **Date:** _____
(required for fundraising involving the sale or distribution of food)

Student Activities: _____ **Date:** _____
(required)

Permit Number: _____