



This form is required for all LC clubs, organizations or departments, wishing to organize a fundraiser on or off campus. Please complete this form as soon as you plan to raise money, and at least two weeks in advance of the fundraising activity. Before you complete this form, please read the LC Student Fundraising Policy on the Lackawanna College Portal > Student Services > Handouts.

Fundraiser Contact Information

Contact Name: _____

Title: _____

Department: _____

Student Organization or Cause: _____

**Faculty or Staff Supervisor
(for student-run fundraisers):** _____

Email: _____

Phone: _____

Event Information

Name Your Fundraiser: _____

Type of Fundraiser (e.g. sale, bingo, golf tournament): _____ **Date(s):** _____

List all activities planned*: _____

Who will you solicit?**

Internal (Lackawanna College Faculty/Staff) External (Family, friends, etc.)

Will you solicit sponsorships? _____ **Location:** _____

Estimated Attendance: _____ **Cost Per Individual:** _____

Estimated Gross: _____ **Value(s) of item(s) being sold:** _____

Estimated Direct Costs: _____ **Revenue Budget Code:** _____

Estimated Net: _____

Intended Use of Funds: _____

Please attach:

- Letters, fliers or advertisements you plan to use, if any. Please review the Style Guide at (www.lackawanna.edu/brand) prior to creation. **PLEASE NOTE THAT ALL SOLICITATION MATERIALS MUST BE APPROVED BY ADVANCEMENT PRIOR TO PRINTING OR POSTING THROUGH EMAIL OR SOCIAL MEDIA.**
- How you plan to thank and recognize your donors.
- Completed Thank-You Letter Template. Advancement will fill in donor information and mail the letters.
- A signed copy of the Lackawanna College Student Fundraising Policy.

*Please include all aspects of the event. For example, in the case of a golf tournament, list whether it is to include a meal, contests, and/or an auction, etc. Please provide details on a separate sheet if needed.

** Please note that Advancement will ask for a list of all individuals you solicited in any way at the conclusion of the fundraiser. Include as much information as possible: names, addresses, email addresses, and phone numbers.

Lackawanna College Advancement Fundraiser Agreement

I, _____, hereby request to operate a fundraising event using the Lackawanna College name and understand that **100% of the proceeds will be donated to Lackawanna College.**

I agree that I will make the following disclosure to contributors and sponsors of the event: "Lackawanna College is an organization described in Section 501(c)(3) of the Internal Revenue Code. Contributions, less the value of any benefits received in exchange for such contributions, are tax deductible to the extent allowed by the IRS Code."

I understand that for Lackawanna College Advancement Office to issue receipts, all checks for sponsorships, fees, tickets, and donations must be made payable to Lackawanna College, and that all donations must be delivered to the Advancement Office, not deposited directly into my department or organization's account. In the case of major fundraisers such as golf tournaments or galas, etc., the Lackawanna College Business Office will work with the department or organization to pay deposits and expenses. Minor expenses are to be covered by the department or organization and will be reimbursed upon receipt of a completed reconciliation form at the conclusion of the fundraising event. Receipts for all expenses must be submitted to the Business Office with the reconciliation. I agree that the complete reconciliation of the event will be submitted to the Business Office within 10 days of the event. **I understand that my department or organization will be liable to pay any expenses incurred in excess of the gross proceeds from the event.**

I understand that receipts for tax deductible donations as allowable by law are to be issued **only by the Lackawanna College Advancement Office.** I agree that this event will be limited exclusively to raising money for Lackawanna College and will be promoted as a charitable event.

I agree that all marketing materials used to promote the event using the Lackawanna College name and/or logo will be submitted to and authorized by Lackawanna College Advancement Office prior to any use of the name/logo. The logo's appearance may not be altered.

I understand and agree to these terms. _____
Signature of Fundraiser Contact **Date**

What happens next? Submit this form to your supervisor for approval. Once reviewed and approved by the supervisor, the request will be forwarded to the Advancement Office for final approval. Your organization will either receive an approval e-mail, or a request to meet with the Advancement Office within 3 business days.

Approvals:

Signature of Supervisor **Date**

Print Name

Signature of Advancement Office Staff **Gift Code** **Date**

Print Name

Signature of Business Office Staff **Budget Code** **Date**

Print Name