



Club Fundraising Form

Return this **COMPLETED** form to the office of Student Activities and Advocacy, studentactivities@marin.edu.

ALL FUNDRAISING ACTIVITIES MUST BE APPROVED BY THE OFFICE OF STUDENT ACTIVITIES AND ADVOCACY BEFORE THEY BEGIN.

You MUST complete an Activities Form for ALL fundraising activities.

Date Submitted: _____ Organization/Club Name: _____

Activity (be specific): _____

Activity Date: _____ Location of Activity: _____

- It is recommended that any food items intended for sale be purchased from or prepared by a traditional market/retailer.
- Acknowledge review of Food Handling Guideline handout: Initials: _____ Initials: _____
- Gloves **MUST** be used to serve any food items.
- If your event did not raise any funds, please enter "zero" below.
- For recurring events/activities, a Club Fundraising form **MUST** be submitted to the Student Activities and Advocacy Office (studentactivities@marin.edu), for **EACH** activity date.

PROJECTED INCOME: Complete this section **BEFORE** your event.

- 1) Total cost of purchased supplies/items: \$ _____
- 2) Number of items **expected** to be sold: \$ _____
- 3) Cost of items being sold: \$ _____
- 4) **Estimated** potential income: \$ _____

ACTUAL INCOME: This section **MUST** be completed and this form returned **AFTER** your event.

1. Fill in the following information during the fundraiser: **Example:** Number of items sold: 10 @ \$1.50 = \$15.00

Number of items sold: _____ @ \$ _____ = \$ _____

Number of items sold: _____ @ \$ _____ = \$ _____

2. Calculate the difference between the estimated potential income (#4 from above) and the actual funds collected from the fundraising event:

Total Funds Collected: \$ _____ - Estimated Potential Income: \$ _____ = Difference: \$ _____

All funds raised and collected must be counted and signed off below by two club officers immediately after the event. In-person deposits can be made my arrangement with the SAA administrative assistant (studentactivities@marin.edu).

Actual **TOTAL** Amount Received: \$ _____

Officer Signature: _____ Officer Signature: _____

Bag Number/Deposit Reference Number: _____ Date: _____